CC 25·9 [American]

REFERENCE ONLY

UNIVERSITY OF LONDON
LIBRARY

SHL
WITHDRAWN

Digitized by the Internet Archive
in 2026

https://archive.org/details/american-archivist_1956_19

The American Archivist

Volume XIX

JANUARY TO OCTOBER, 1956

BIBL.
LONDIN.
UNIV.

Published quarterly by
THE SOCIETY OF AMERICAN ARCHIVISTS

CONTENTS OF VOLUME XIX

NUMBER 1, JANUARY 1956

What Should Bind Us Together.............MORRIS L. RADOFF 3

Legislative Recording by the Tennessee Archives..................
....WILLIAM T. ALDERSON 11

The Case of the Clark Papers...............ROBERT H. BAHMER 19

Growing Pains of a Records Management Program............
....BEN F. GREGORY 23

Applying Archival Experience Abroad...................................
....T. R. SCHELLENBERG 33

Some Changes in the Handling of Business Records at Baker Library ....ROBERT W. LOVETT 39

State Labor Agencies: Where Are Their Records?................
.... PAUL LEWINSON 45

The Illinois Records Management Survey...............................
....MARGARET C. NORTON 51

Archives of the Allied High Commission for Germany and Connected Tripartite Agencies.. 58

Recent State Archival Legislation......MARY GIVENS BRYAN 63

Reviews of Books.. 69

News Notes 79

NUMBER 2, APRIL 1956

R S V P 99

Historical Manuscripts as Archives: Some Definitions and Their Application ....LESTER J. CAPPON 101

The Archivist's Role in Records Management.......................
....ROBERT A. SHIFF 111

Defense of Archives Against Human Foes ... Robert H. Land 121
Comments by Lucile Kane ... 133
Comments by Richard Dunstan Higgins ... 136
Planning the Tennessee State Library and Archives Building ... Dan M. Robison 139
Herbert Anthony Kellar, 1887-1955 ... Margaret C. Norton 151
Reviews of Books ... 155
News Notes ... 177

Number 3, July 1956

John Franklin Jameson ... Waldo G. Leland 195
The Archives of the French Foreign Ministry: Opportunities for Research in American History ... Abraham P. Nasatir 203
The State Archivist and the Researcher ... Christopher Crittenden 215
Aiding the Scholar in Using Manuscript Collections ... Howard H. Peckham 221
A Historian Looks at Archives and Manuscripts ... Frontis W. Johnston 229
Film Records Management ... Hermine M. Baumhofer 235
Building a Records Filing System for New York State Schools ... Howard W. Crocker and Kenneth L. Brock 249
Reviews of Books ... 261
News Notes ... 275

Number 4, October 1956

Cataloging Rules in the Departmental Records Branch ... Ken Munden 291
The Era of the Woodruff File ... Victor Gondos, Jr. 303
Canada's New Record Centre ... A. M. Willms 321
Reviews of Books ... 325
Writings on Archives, Current Records, and Historical Manuscripts ... Lester W. Smith 337
News Notes ... 370

What Should Bind Us Together

By MORRIS L. RADOFF[1]

Maryland Hall of Records

IT has become customary for each succeeding president of this Society to examine the addresses of his predecessors for inspiration when his own time comes to speak before our annual meeting. I say it has become *customary* and I shun the word traditional advisedly because, as I hope to make clear shortly, tradition is not yet a significant factor in the field of American archives. It is, however, the *need* for a tradition, for a solid, unifying base, which makes us pore over the words of our past presidents, who can be counted on the fingers of a man's hand, and presidents who have spoken only half that many times. We are seeking there, it seems to me, the elusive something which does, or ought to, bind us together.

And even if it is not there, we shall find it; and that is why the reading of the prophets, even of minor prophets like the presidents of the S. A. A., can be fruitful. If those who oppose this course charge that our messages will become mere commentaries, then I say that there is no doctrine of our civilization, religious, scientific, political, artistic, which has not been amended — or if you like, corrupted — by its commentators; but these same commentators have surely reflected the state or meaning of the doctrine from generation to generation — the pure doctrine, having been enunciated *ab initio*, expressed only an ideal, unattained and unattainable. Now, therefore, having demonstrated the wisdom of this course, I have searched the words of past presidents and chosen a text from the message of my immediate predecessor.

Dr. Grover declared, "It is folly for archivists even to think of parting company, literally or psychologically, from the newly-developed specialists in records management, and no less folly on the records management side than on the archival side. Our numbers are too few; our common interests too important."

So that I shall not alarm some of my auditors, I want to state here and now that in principle I agree with Dr. Grover. I am in favor of allowing all to come in who like our company, and I shall support the amendment to the constitution making that legally possible. But I do not think his reasons for urging this course are unassailable. First: — "Our numbers are too few" to permit schisms. I deny that contention. When we disassociated ourselves from the American Historical Association our numbers were much fewer, and they and we have profited from the change. We were fewer when the American Association for State and Local History was formed, taking away many of our most valuable members. And, although we lost a great deal there, we were also purified in the sense that we became an association of recordkeepers exclusively, whether we like it or not. If the argument warranted, I could point out that Noah disassociated himself from the unrighteous, and he had only Ham and Shem and Japheth and their wives and his with him. Lot did the same, but perhaps in that case there were *really* too few left.

---

[1] Presidential address read at the annual meeting of the Society of American Archivists, Nashville, Tennessee, October 10, 1955.

Now for the second argument: "our common interests [are] too important." I would say the argument misses the point. We do not share *common interests*, we have only *one interest*; namely, the guardianship of records. And surely if we have one interest we belong together, and we should be called by the same name. There is nothing between heaven and earth to prevent an American records management specialist from being called an archivist or *vice versa*. I should myself prefer that we all call ourselves archivists, because the name is universal and meaningful; whereas records management is new, known only in this country, and not altogether understood even here. Therefore, should we ever act on the resolution of our Committee on Professional Standards and Training, providing for fellowships, I should prefer to omit the title "Fellow in Records Management."

Now, why do I say that we have only one interest? First, we all deal in records — archives administration, records management and paperwork management. Together we follow a record from birth — some even speak of the birth control of records — to death on the pyre or in the mangle, or to immortality in our vaults. At a point in this life history we have drawn a line, and we have said that here is the province of records management and there of archives administration, the line normally being drawn at the point where the aging record has acquired historical or potential historical interest and has lost most or all of its administrative value.

And who should make this division? I know how it is done in Europe, but I am interested here solely in what is actually happening in this country. Here the records management specialist calls in the archivist, or the archivist calls in the records management consultant, depending upon who is in charge of the operation. That is right so far as it goes, but why not go further? Why could not the same man be both archivist and records manager? Is the care of the written word so complex that no man has science enough to master it? Is it so abstruse that it requires the combined efforts of obstetrician, pediatrician, geriatrician? Or is the humble general practitioner all that is needed? Are we, in other words, creating specialists where specialties do not exist; are we thinking too much of the record as a living organism requiring special care at various stages of its life history, when in fact it is inanimate and of the same texture and form from beginning to end? "Can the Ethiopian change his skin, or the leopard his spots?"

The records management specialist ought to know which records will have permanent value, the archivist ought to know, by the same token, what records should be created, and if any one of us does not know these things, then we should not be proud of that fact and we should not adopt titles, new or old, to justify our ignorance. Instead, we should learn what we do not already know. If the American archivist complains, let him remember that he does not for our purposes need to know paleography or diplomatics or ancient languages. Would he want to consider himself a professional and yet shun all learning? And to the records management specialist who will not know history or government I say, "Do you want to be a member of an ancient and respected brotherhood and yet deal only in machines and in systems?" Michelet, one of the first modern archivists, warned such as these: "Woe to him who tries to isolate one department of knowledge from the rest . . ."

Well, how did this specialization come about, this distinction, between records and records, which does not exist? Perhaps it was the fault of the archivist, who closed his eyes to the changing world of records. At the beginning, as you will recall, the archivist was any sort of indigent scholar who needed a government post; then he was mainly a learned lawyer, and then a historian, preferably one interested in documents. We can still find examples of archivists of all these categories, but in this country, at least, they are fast disappearing. The Society of American Archivists was organized almost exclusively by historians. They were interested in the historical document and uninterested in any others; in too many cases, even scornful of the others.

But new records were being created at an unprecedented rate, at such a rate that all of our public buildings bulged with them. The archivist had his chance to contain or direct this flood, but it frightened him. With few exceptions, he turned his back on the problem. But the problem was still there in spite of being ignored, and in time people rose up who were willing to undertake its solution. And who were these minutemen, these firemen? They were surely not scholars in need of government posts, they were not trained in the law, they were not even historians interested in documents. In a few cases they were converted archivists, but for the most part they were products of recordmaking agencies. They were men who, having served an extended apprenticeship in a Government agency and having superior intelligence and zeal, had risen to the top in their field. They applied the techniques they had learned in one agency to the problems of another, and they went on from there to the records of business and of State and local governments.

They succeeded in some cases in stemming the tide. They did it, however, by the destruction of vast quantities of records, and the choice was made not as the historian would make it: that is, "Can this record be of any possible use in the future?" — but as the records officer of an industry or a government would make it: "Can our agency or our business function as of the present without these records?"

Since records management was fathered by private enterprise rather than by government, it had to be sold at a profit; and to be sold it had to be advertised. The advertising was intended to appeal to businessmen and business-minded men; therefore, there was no sex appeal, no titillation, no snob appeal. What was wanted were facts, and facts were liberally supplied. For example, a certain government has records enough if laid end to end to reach around the equator or, if stacked, to top the topless towers of Ilium, and this mass could be reduced to approximately the length of the main line of the Missouri, Kansas, and Texas at a saving of $8,562,748. You could hold it thereafter at this same level by such attractive means as birth control, valve control, selfcontrol and, if I am not mistaken, even by power brakes. No one is to blame for this. It was an invention of private enterprise, but it spread over into government, as witness the precision with which savings are made in the second Hoover Commission report on paperwork management.

Still, however imperfect, records management stood up and grappled manfully with the problem. The conscientious records management specialist regretted his lack of history; the few archivists who undertook records management regretted their lack of knowledge of systems and machines. When we worked together we did a fair job by respecting each other; when we worked separately we did badly. Even working together, however, is a makeshift arrangement. Our respect for each other's knowledge and judgment may not always be justified. How many of us, giving an order for the destruction of records on the recommendation of another, can have an easy conscience? It is hazardous enough to destroy records when you have personal knowledge of them. It is very near folly to do so on the word of another.

What can we do about this admittedly unsatisfactory situation? Those of us, records management specialists and archivists alike, who trained ourselves in *our* fields must do what we can to understand the other. The archivist must not continue his stiff-necked aloofness, nor must the records management expert despise the deliberate approach of the archivist. How shall we learn these new things? Those of us who are no longer of an age to go to school must learn a lot by doing, and this is not always the easiest way. Then we have our Society, which fosters by its general meetings and by its committee activities just such a working together as is needed. We also have our magazine, whose purpose is to keep all of us informed of what is being accomplished by the most devoted and the most imaginative in archives and in records management.

But, however valuable all of this is and however necessary for those of us who became archivists or records managers in a simpler age, it is far from being enough for the future.

Therefore, I propose that we take a courageous stand; that we strike out boldly on a new path, wherever it may lead. Let us recognize as truth that a record being made is the same record which a few years later may find its way into our sanctum sanctorum, that in its course from here to there it needs physical care and guidance, and that it is the archivist's field, whole and indivisible, to give it this care and guidance. I realize that this is a revolutionary concept, but the times are ajar and we do not have leisure to come to this end by stages. If we delay we shall be first divided and then overcome by a proliferation of specialties.

The preparation of *new* archivists entering our profession, masters of the whole records field, requires first of all, academic training. As long ago as 1936, our society recognized this need and appointed a committee to study it. Professor Samuel Flagg Bemis, who was chairman, proposed that we prepare archivists of the first class and archivists of the second class. Archivists of the first class would be required to take the Ph. D. degree, with a major in history and government and a thesis subject requiring the use of archival material. Archivists of the second class ought to have "a two-years' course of training on the level of the Master's Degree . . . erected on an A. B. degree in the social sciences." That the feeling was national rather than local is indicated by the fact that only archivists of the second class were to be given courses in local government.

We are now, 20 years later, taking the first cautious step toward implementation of this proposal. But the course at the American University which was endorsed by the council last March leads to the master's degree only and is designed for only a year of study. In other words, we have not even attempted the full program for archivists of the second class. So far as I know, there is now no thought of going further. We are still filling dignified positions with candidates who have had no specialized education and, in many cases, we are employing individuals who have had little education of any kind. Why has this deplorable state of affairs been allowed to continue — indeed, to worsen? Local archivists have lacked the numbers and the influence with universities to make their needs felt, and the Federal Government has relied almost altogether on inservice training.

Last year our president pointed out that "The few States that have good [archival] programs are those that started their work between the years 1900 and 1935," and again, "I can recall no State or local records program, no archives building, that has come into being as a result of the efforts of this society."

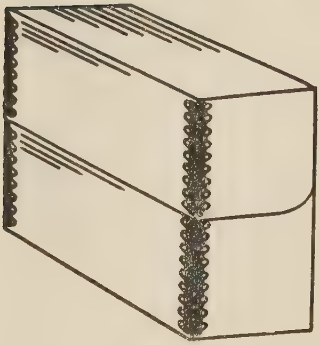
Can it be that we are now, individually and collectively, less esteemed and less weighty in council than we were then? And if we are, can the answer be that in general we are less prepared, less learned, less distinguished than we were then?

If there is any danger that we are, let us reverse this trend at once, and let us do it by respecting our honored profession enough to prepare successors for it. We could, even now, accept part of the Bemis report. Surely if we are to handle the records of our civilization as witnesses of our culture, then we should be cultured enough to understand them as such. Academic discipline is not the cure-all, but profession after profession has learned that at least the bare minimum of preparation can be provided by a proper university education. The barest minimum for any kind of archival position ought to be an academic degree; and nothing less than a specialized master's degree, such as that now offered by the American University, ought to be asked of a candidate for a supervisory position. And the head of an agency ought perhaps to have a doctorate, as Bemis advised. This doctorate should encompass the whole field of record services from beginning to end, from paperwork management and records management to fire and vault. History and government — local government too, if you please — ought to be included as well as techniques. Each graduate could then, after a short period of orientation, take any archival position and assume every responsibility. If we can accomplish this much we shall have made a fine contribution to the science of records, a typical American contribution, one resulting from a reexamination of the practice of a profession. As of now we have contributed only equipment and techniques. Surely that is not the limit of what we can do.

We must, as Dr. Grover so eloquently urged, increase our strength in numbers, in wealth. We must certainly contrive to have a paid, full-time secretariat, where our activities can be centered. We should strengthen and enlarge our journal. We should encourage our committees and our individual members by the granting of suitable awards and the conferring of honors. We should certainly revitalize our publication program, which was still-born.

But above all, we should strive to give our profession the dignity, the unity, the opportunity for service that can come only from the mastery of a body of learning. And this body of learning should by all means include the whole art and mystery of records. This surely will bind us together.

FIBREDEX



Better containers for Display, Handling and Storage of Library Materials

Unique Metal Edge Construction Strongest by any test.

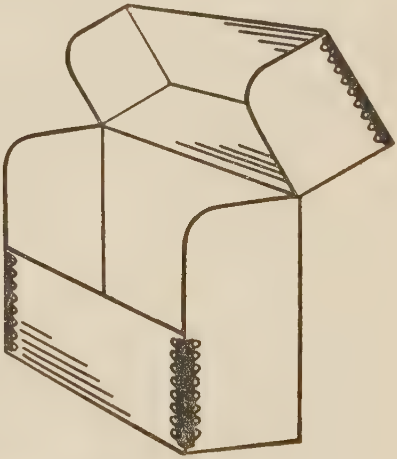
Super Fibre Board Toughness and Durability unequalled.

No Paste or Glue to Attract Vermin

Document Case

Used extensively by the National Archives, the Library of Congress, State Archives, and Historical Societies.

ONE PIECE CONSTRUCTION HINGED LID, REINFORCED BOTTOM, SUPER FIBRE, DARK BLUE AND LIGHT GRAY.



Write for free circular illustrating other Fibredex cases

THE HOLLINGER CORP.
3834 S. Four Mile Run Drive
ARLINGTON, VIRGINIA

Legislative Recording by the Tennessee Archives

By WILLIAM T. ALDERSON [1]

Tennessee State Library and Archives

STUDENTS of State history are continually confronted with the paucity of documentary material on State legislation. The acts and journals of most States are woefully inadequate. Certainly the acts will show what was passed by the legislature; and the journals will demonstrate (in as little detail as possible) that bills were disposed of by the requisite number of ayes and noes in the manner required by law. Further digging into the State's archives often will reveal the content of bills that failed of passage. But all of this information comprises a skeleton without flesh and blood.

The scholar is not content merely to know *what* happened. He wants to know *why*. And his sources for this information are extremely meager. He wishes in vain for a State publication similar to the *Congressional Record* in which he could study the debates on bills proposed for passage. In the absence of such a publication, he must fall back on newspaper articles, which usually cover only those bills of great contemporary public interest. Or he may glean some information from correspondence, memoirs, and interviews with participants in the debate. In either case, he must continually be on his guard against accounts that are slanted by political and personal bias or by the wisdom of hindsight. The net result of the lack of complete documentation has been that many State histories, despite the arduous labors of their authors, have been written in a partial vacuum. The whys and wherefores of legislation too often have had to be educated guesses.

No sound student of political processes would maintain that the true motivation of legislators is always reflected in the debates on the floor of the chamber. The importance of cloakrooms and lobbies is well recognized. Nevertheless, few will deny the inestimable value of having available in some form a complete record of the legislative proceedings. Unfortunately, only two States have reached a degree of affluence sufficient to finance publication of legislative debates, and only a few have undertaken to preserve any sort of complete account of legislative proceedings.[2]

---

[1] Since 1952 the author has been Senior Archivist in the Archives Division of the Tennessee State Library and Archives. He is also a member of the faculty of Vanderbilt University, editor of the *Tennessee Historical Quarterly*, and contributor of articles to that magazine and other historical journals in the South.

One of the major deterrents to keeping *complete* records of legislative proceedings has been the cost of employing a staff of stenographers and typists to do the work. Recent developments in the field of electronic recording equipment, however, would seem to provide the means for keeping a verbatim account at relatively low cost. Tennessee, along with several other States, has used this method with considerable success.

In 1951 and again in 1953 proceedings of one or both houses of the Tennessee Legislature were recorded by a private firm under direct supervision of the State Archives. The recordings were of uneven quality because of the poor acoustics of the legislative chambers and because it was necessary to pick up the proceedings through microphones which, though strategically placed, were as adept at picking up crowd noises as legislators' speeches. But despite this uneven quality, much valuable source material on the passage of legislation was preserved.

These poor recording conditions were virtually eliminated during 1954 when, under the direction of the Tennessee Legislative Council, a new public address system was installed in both houses. This system included individual microphones on all members' desks, which through a specially designed control panel could be cut on or off as the members were recognized to speak from the floor. The legislative council also provided special outlets from the public address system into which recording apparatus could be plugged.

---

[2] In 1952 the Illinois Legislative Council reported in its Publication No. 106, *Legislative Broadcasting and Recording* (Springfield, 1952), that "seven states — Connecticut, Maine, New York, North Dakota, Pennsylvania, Tennessee, and West Virginia — have been keeping a stenographic or sound-recorded report of debates or have used recording to supplement or substitute for shorthand reporting" (p. ii). Of these, Maine and Pennsylvania used tape recordings to supplement shorthand notes, and published the proceedings in full. In New York and North Dakota stenographic notes were taken and apparently were used only in preparation of the legislative journals. Connecticut and West Virginia made typed copies of stenographic notes (supplemented by tape recordings in the West Virginia House of Representatives), which were preserved for the use of researchers. Apparently only Tennessee at that time made complete sound recordings of the proceedings in both houses for permanent preservation. *Ibid.*, p. 21. A 1953 survey by the Council of State Governments, *American Legislatures; Structure and Procedures* (Publication BX-291, Chicago, 1954), reported that 14 State legislatures used one or more kinds of recording equipment, adding that "for the most part recordings have been made of committee sessions, although in some cases legislative sessions are recorded." No specific details were given on which States recorded the sessions, except that mention was made of the Tennessee project.

Late in 1954 the council, feeling that the recording of legislative proceedings was properly a function of State government rather than of a private firm, called on the State Librarian and Archivist to investigate various methods of recording and to make recommendations on types of equipment and procedures which could be used to record the legislative proceedings. If this recording was to be done by the State, it was felt that it would properly be a regular function of the State Archives.

In response to the legislative council's request the State Librarian and Archivist appointed a committee to investigate methods of recording and to test various types of equipment that might prove suitable. The committee, of which this writer was a member, drew up a list of requirements that were felt to be essential for the recording machine and the recording media used in the project.

As for the machine, it was essential that it be of high enough quality to produce a clear and understandable continuous recording of the proceedings. Absolute fidelity was not considered essential, since it was not planned to use the records for radio broadcast. The ability to reproduce content rather than voice quality was the major requirement. The machine chosen would have to be capable of operating over a long period of recording time with a negligible amount of "down time" due to electronic or mechanical failure. As a corollary to this, it was essential that the machine be rugged enough to withstand accidental jars or knocks without impairing the quality of recording, since no booth would be provided for the recording and members or employees of the legislature would frequently pass the recording desk. Additional requirements were that it be possible to monitor the recording as it was taking place and that the machine be simple enough in operation so that our own personnel, without extensive training, would be able not only to operate the equipment but also to have sufficient time to make a running index of the proceedings.

Requirements also were established for the recording medium. In the last analysis, the best recording machine and best operating techniques would be valueless unless the quality of the finished recording was sufficiently high to satisfy the needs of the researcher. Obviously, the life of the recording was of primary importance. Whatever medium was chosen, it would first and foremost have to be capable of producing a clear, transcribable record of the proceedings even after an indeterminate number of years of storage. Furthermore, the recordings would have to lend themselves to easy filing in the Archives, occupying as little space as possible. Finally, the finished recordings should be easily indexed for content, so that specific parts of the recording could easily be located on request.

With these requirements in mind, the committee invited local distributors of recording equipment to submit recommendations on models of their equipment that would meet our requirements and would, in the distributor's opinion, be best for the job. These recommendations were carefully studied by members of the committee, aided by several experts in the field of electronics. Several types of equipment were dropped from consideration because they failed in one way or another to meet the specifications. Magnetic tape, which was head and shoulders above all other equipment from the standpoint of fidelity, was considered not to have the lasting qualities needed for long-term storage. A tendency for magnetic impulses on the tape to "bleed through" to immediately adjoining portions on the reel presented the possibility of loss or garbling of the recordings over a long period of years. Moreover, tape did not lend itself to easy indexing or to quick location of specific portions of the proceedings. Phonograph-type recording was prohibitively expensive, and wire recording appeared to be approaching obsolescence because of the rapid developments in the field of tape recording.

The choice of equipment for the project thus was narrowed down to dictating machines. These use a narrower frequency range with consequent lower fidelity; but they are specifically designed to record and reproduce the human voice in a clear, transcribable form. All the machines tested used a vinyl plastic recording medium, which is tough, durable, relatively inexpensive, and seemingly capable of reproducing sound without any diminution of quality after long periods of storage. Designed as they were for office dictation, the machines were well adapted for easy indexing and for quick location of specific parts of the recording. Of the four models tested all but one (and it was eliminated on this score) used a flat disk which could be filed in a minimum of storage space.

After testing several of these machines under conditions which simulated those to be encountered in the legislative chambers, the committee chose a unit manufactured by the Gray Audograph Co. that seemed to meet all our requirements. This unit consists of two combination dictation-transcriber machines coupled together by an automatic switchover device that turns off one machine at the end of its record and simultaneously turns on the other machine. These machines record at a constant linear groove speed[3] on disks capable of recording 30 minutes per side (twice as much as any other machine tested). This means that the operators of the machine have to change disks only half as often, and therefore can devote more of their time to the important task of indexing. From the standpoint of ruggedness, this machine proved unequaled. Not only did it withstand normal jarring, but in tests while recording was in progress the machine was actually dropped a distance of 6 inches onto a table with no resulting evidence that recording had been done under other than normal conditions. The machine was also more powerful than others tested, and therefore better adapted to conference-type recording of committee hearings. Finally, the dual units could be disassembled and the individual machines used for dictation purposes when the legislature was not in session.

---

[3] Constant linear groove speed differs from the familiar constant disk speed of

For the actual recording of the legislative proceedings, one dual unit was purchased for each house, equipped with a custom-built control panel to permit monitoring of the recording, dubbing-in of material dictated by the operator, and separate control of recording on each machine in the event the automatic switchover device failed to operate. Each unit, in addition, had as accessories one hand microphone, a set of earphones, conference microphones for committee hearings, and pedal controls for transcribing. One additional dictation-transcriber machine was purchased as a substitute for either unit in the event a machine had to be removed for repairs. This additional machine also was used to play back portions of the recordings to members of the legislature who requested it.

The dual unit in each house was tied directly to the amplifier for the public address system. This amplifier, in turn, picked up signals from microphones on the speaker's, clerk's, and individual members' desks. Thus, the recording machine picked up all portions of the proceedings that were "in order"; and we found, through experience, that we were also able to record most debate by members not officially recognized by the speaker. In the event of failure of the public address system, it would have been possible for the operator either to pick up the proceedings through his hand microphone or to break into the recording and describe the proceedings through the hand microphone until service was restored. Fortunately it was not necessary to resort to these expedients.

standard recording machines and of home phonographs in that a given interval of sound always occupies the same number of inches of groove on the disk. At constant disk speed the interval of sound occupies far fewer inches of groove near the center of the disk that at the outer edge. According to some authorities constant linear groove speed results in more uniform quality of recording.

Operators of the recording units were regular members of the Archives staff who received operational instructions from the manufacturer's sales and service representatives. Two other employees also were trained so that they could handle the recording in case of emergency. Lack of previous experience did not prove a handicap in operating the machines, although some previous experience in indexing recordings would have proved helpful, particularly at the beginning of the session.

The Archives established a simple system for filing the disks. Records for each house were numbered consecutively throughout the 75-day session. Numbers were affixed to each disk with plastic tape, with the same number appearing on the filing envelope and on the index sheet. As a double precaution to insure permanent identification of the disk and to minimize the loss in case of its destruction, recording was done on one side only. Onto the other side the operator dictated a statement identifying the house, the number of the General Assembly, the disk number, and the date on which the recording was made. In this way loss of the filing envelope, index sheet, and even the plastic-taped number would not prevent accurate identification and the refiling of the disk in its proper place in the series.

In order to permit quick location of specific portions of the proceedings, index forms were printed for the operators' use. These forms were on lined paper with each line numbered to indicate the number of minutes of elapsed recording time, a figure which could be obtained by referring to the manufacturer's index strip used in the machine. Indexing was done while the recording was in progress, the operator making an entry for each decision of the body as well as for each member who participated in debate. Ultimately a master index of names and bills will be available to make the research scholar's work still easier.

Every project has its problems, and Tennessee's legislative recording was no exception. Fortunately, all but one of the problems were minor; and the one major problem can be solved. The electric wiring in the century-old State Capitol was found to be both inadequate and overloaded, and no positive control over the voltage coming to the recording units was possible without the purchase of expensive voltage regulating equipment. Without this voltage control, there were a number of times when inadequate voltage resulted in the disk's turning at a lower than normal speed. This did not make the recording unintelligible, but did cause a rather humorous change of sonorous bass voices into Donald Duckish tenors when the disk was played back at normal speed. Provisions already have been made to remedy this defect in 1957, however, with independent wires led direct to each recording unit.

On the whole, the Tennessee Archives' legislative recording project was quite successful. Further refinements will probably be made in future years as experience dictates changes. New electronic advances probably will simplify the recording and improve its quality. Actual use of the records by research scholars will either prove our present indexing system successful or dictate improvements. But regardless of any shortcomings there may be in our present system, we feel that we have provided a new and valuable service to future generations of historians, political scientists, economists, and others who wish to study our legislative proceedings. No longer will these students have to guess what lay behind the bare bones of the legislative journals, nor will they have to search through contemporary newspapers for clues to the debates on the passage or rejection of a bill. In less than one and a half file drawers in the Tennessee Archives they can find the complete record of one session of the legislature, not as interpreted, digested, or reported, but as it actually happened and sounded.

The Nation's Standard Paper For Permanent Records

BYRON
WESTON CO.
LINEN RECORD

BYRON WESTON CO. LINEN RECORD has been tested and approved by generations of public and business record keepers. Made wholly of new white cotton and linen clippings, it possesses to the highest degree the strength, ruling, writing, handling and erasing qualities essential for enduring satisfaction in bound or loose-leaf records, documents and similar usages. For other records, select the right paper for any purpose from the complete Weston line of rag content ledger, bond and index papers. Write for complete information.

BYRON WESTON COMPANY · DALTON · MASSACHUSETTS
Makers of Papers for Public and Business Records — Since 1863

The Case of the Clark Papers

By ROBERT H. BAHMER[1]

National Archives

A LAWSUIT is pending in the United States District Court for the District of Minnesota to establish title to certain of the field notes and observations compiled by Capt. William Clark during the Lewis and Clark Expedition of 1803-6. These documents, as I am sure all of you know, were found in St. Paul, Minnesota. They were in an old desk that once belonged to Gen. John Henry Hammond, and they came to light shortly after the death of his daughter, Mrs. Sophia Foster, in December 1952.

The suit has been pending since 1953. In March 1954, on the recommendation of the National Archives, the United States Government intervened. Since the United States is a party to the suit it would be quite improper for me, speaking as a representative of the National Archives, to comment on those matters that are the particular province of the Department of Justice. I can, however, explain with propriety why the National Archives recommended that the United States assert its claim to the documents. To do so adequately and to place the case of the Clark papers in the perspective of the general policy and objectives of the National Archives, the essential facts concerning the pending suit must be set forth.

In the first place the National Archives did not initiate the contest over the Clark documents. When the Clark papers were brought to light and identified, we in the National Archives were delighted, as was all of the scholarly world. Like others we congratulated the Minnesota Historical Society on its discovery of these important documents. This was early in 1953.

In the fall of 1953 we were informed that suit to quiet title to the documents had been brought by the First Trust Company of St. Paul, executor of Sophia Foster's will. The bill of complaint identifies a number of actual and potential parties who had asserted or might assert title to the papers.

First of all there are the heirs of Sophia Foster, in whose home the Clark documents (identified as Lot B in the bill of complaint) were found together with General Hammond's personal papers

---

[1] A statement presented at the annual meeting of the Society of American Archivists, Nashville, Tennessee, October 11, 1955. The writer is Assistant Archivist of the United States.

(identified as Lot A in the bill of complaint). Sophia Foster, however, was not the only child of General and Mrs. Hammond. The general died in 1890. When Mrs. Hammond died in 1923, her heirs were her son, Ogden, and her daughters, Harriet, Margaret, and Sophia. The Hammond heirs, other than the heirs of Sophia Foster, are named as defendants in the suit. They have asserted title to the Clark documents as well as the Hammond papers, alleging that the materials are a part of the estate of their mother, Mrs. Hammond. The Sophia Foster heirs, it appears, will not dispute the claim of the Hammond heirs.

The Minnesota Historical Society, which now has custody of the papers as bailee of the plaintiff, is also named as a defendant in the suit. Originally it was announced that the society had acquired the papers. The bill of complaint states that the society "may have or assert a lien" on the papers for restoration and preservation services performed on them.

John Doe and Mary Roe are named as defendants in the suit to cover any persons who might assert a claim to the Clark papers as heirs of Captain Clark. To date, so far as I am informed, no heirs of the captain have entered a claim to the papers.

Finally, the bill of complaint raises the question of the interest of the United States in the Clark documents, stating: "The United States of America may have or assert title to Lot B [the Clark documents] by reason of the following circumstance: The documents comprising Lot B are contemporary original records of the so-called 'Lewis and Clark Expedition' . . ."

Since the United States as domestic sovereign could not be named as a defendant without its consent, counsel for the plaintiff informed the United States Attorney in St. Paul of the suit which he had instituted. The United States Government had really only two choices: (1) to ignore the whole matter; or (2) to intervene and claim title to the documents.

We recommended intervention. Why did we do so? I should like to make a distinction between the purely legal basis for our recommendation and what might be called the professional archival reasons for our action. First as to the legal basis: We agree with the executor of Sophia Foster's will that the Clark documents are contemporary original records of the Lewis and Clark Expedition. They were created as Federal records. Since we could find no evidence that they had been lawfully alienated from Federal custody we had no choice, once the issue of title was raised, but to recommend intervention. On the validity of our claim, of course, the court will have to rule.

Of more interest to this group is an explanation of the professional archival reasons for our action and what that action indicates as to our motives and intentions generally. I can put it very simply. We acted in what we believe to be the best interests of scholarship and according to the soundest principles of the archival profession. Our sole interest is in the proper preservation and general availability of Federal records specifically and of public records generally.

We do not believe that the National Archives is the only institution competent to administer properly material of national historical interest. We would be unworthy of our profession if we did not acknowledge our debt to those persons and institutions who in the years before the establishment of our institution gave a home to and have made available for use the records of the Federal Government that strayed from Federal custody.

We have known for years that the American Philosophical Society has perhaps the largest collection of Lewis and Clark journals, placed there by Jefferson in 1816-17 in trust, as he said, for the Government. We are grateful that the material was put in responsible hands and that it has been made available to scholars.

We are, however, employees of the National Archives and we have responsibilities to our institution and to our profession. The National Archives is charged by law with preserving and making available for use the permanently valuable records of the Federal Government. It is not unreasonable that we should have an interest in what has happened to Federal records before our time.

Our first interest — and this is the most basic of archival responsibilities — is that Federal records be adequately protected against loss in the physical sense; that the necessary precautions be taken to guard against the hazards of fire and theft, vermin, improper heat and humidity, and the like. The Clark documents lay unidentified in General Hammond's desk in an attic in St. Paul for no one knows how many years, exposed to almost every hazard known to archivists. No one interested in the proper care and preservation of historical material could feel happy about such a situation.

Physical loss, however, is only one type of danger to records. The archivist must also protect the integrity of his documents as historical evidence. Records of the Federal Government — or any government for that matter — are created, not as discrete items, but as organic groups of record material. The significance and meaning of each record item depends in part upon its relationship to the other items in the organic group. When this relationship is destroyed by fragmentation or by dispersal of the individual items, scholarship is the loser, for the part cannot be fully understood when removed from the whole.

We ask then, as a second measure of protection, that Federal records be maintained as records; that they be treated not as individual pieces of paper but as organic groups, the integrity of which must be protected.

In addition to the responsibility of preserving the valuable records of the Federal Government, the National Archives has also the obligation to make them available for use and publication. All archivists are one in a desire that their records be open freely to scholars and other legitimate inquirers. We recognize that restrictions on use may be imposed by law, by security regulations, or by other demands of public policy. These restrictions are accepted, of course, but records not under restriction, we believe, should be available for public use, subject only to the demands of prudence to ensure their safety and proper handling.

Our feeling about the availability of Federal records extends to all such records. We believe that they should be in the public domain.

When Federal records that we believe were not lawfully alienated from Federal custody are found under circumstances inimical to their continued preservation and use as public records, we would be remiss in our responsibilities as Federal employees and as professional archivists if we counseled inaction. The multicornered legal contest over the Clark documents that existed when we recommended intervention was a situation that in our judgment called for action. We do not believe that historical scholarship would be served by permitting the Clark papers to remain in private hands. These documents belong to the Nation. They should not be regarded as merchandise nor should they be handled in any way that will expose them again to the several dangers of loss, withdrawal, and dispersal. The interests of scholarship demand that the Clark documents be published at the earliest opportunity. We are anxious that this be done, and fittingly it should be done by those who in a real sense rescued the documents from the unknown. We are willing that publication proceed even before the issues as to title are resolved. We doubt that those interested in establishing the right of private ownership are equally willing.

The case of the Clark papers involves issues that can be resolved only by judicial consideration of the facts and the law. These issues, it seems to me, need clarification. As to the intentions and motives of the National Archives, our record must speak for itself.

Growing Pains of a Records Management Program

By BEN F. GREGORY[1]

Office Methods Staff
Tennessee Valley Authority

ABOUT the time the National Archives was established, a few TVA people had already become concerned about problems arising from that agency's rapidly accumulating records. Because TVA was a new organization, with unique regional responsibilities, there was little precedent to use as a guide. The agency attacked its records problems with all the fresh vigor and enthusiasm characteristic of healthy youth, and under such conditions it was natural that progress should have been made by trial and error. But after years of change and refinement and with the unwavering support of top management, TVA had in operation, before the passage of the Federal Records Act of 1950, a records management program which fully met that act's requirements, plus two refinements not specified in the statute. To be sure, the comprehensive term "records management" was unheard of in the early thirties. But TVA actually initiated parts of its present records management program more than 20 years ago.

Since TVA's program in records management has now reached an age of relative maturity, it may be interesting and profitable to review some of the problems and difficulties that have been encountered and solved during its growth and evolution. The trial and error approach made many of these solutions expensive. If this review does nothing more than relieve some other organization of some of that expense and administrative inconvenience, it will have served a good purpose.

ORGANIZATION AND USE OF RECORDS

TVA was barely 3 months old when it took its first step to solve its paperwork problem. After much discussion of the advantages of alphabetic and subject filing, a committee was appointed to work out a subject scheme which appeared best suited for the wide range of subject matter contemplated in TVA activities and which a little later assumed the characteristics of the Dewey Decimal system.

---

[1] The author joined the staff of TVA in March 1934, was transferred to the Office Service Department in 1941, and is now the staff records officer of TVA, responsible for coordinating and evaluating its records management program. He has published several magazine articles on records management and has spoken before records administration conferences.

As might be expected, the question of how to organize the file material for use was no sooner settled than another problem took its place. Where should the organized files be located for the most efficient reference service? The early decision to establish and operate a central file in Knoxville seemed sound enough. But that was before the accumulated volume of records began to grow large and before TVA had spread out to several buildings in Knoxville and widely scattered field points in the Tennessee Valley. In the latter half of the thirties, some troubles began to develop. Several units of the agency organizations began to accumulate their own file material outside the building which housed the central file, while at the same time they dutifully continued to forward all the official copies of correspondence and other records to the central file according to approved procedure. At first there was no objection to this; later, however, the outlying organizations were found to be holding not only nonrecord copies for quick reference but many originals of incoming correspondence as well.

In 1936 the Office Methods Staff tried the experiment of setting up a branch file, analagous in point of service to a branch bank in a suburban area. By the summer of 1939 four branch files had been established under the same administrative organization as the central file. The whole central-file theory was seriously challenged in a file-system survey report of August 1939, which indicated that branch-file service cost almost a third less and was used four times as much as the central file service. The Knoxville central file was discontinued in January 1940, and most of the material in it was microfilmed. TVA file service was then localized, usually along organizational lines, to provide quicker, cheaper, and more adequate reference service to individual organizations. At first, the decentralized or branch files were administered by the central service organization responsible for their functional control. After some experimenting, however, centralized administrative control was found to be unnecessary and in most cases undesirable. In the summer of 1945, therefore, the administration of all current files was made the responsibility of the individual organizations which they served, and only a strong centralized functional control was retained.

The decimal coding system referred to above was ideal for TVA files while they contained only a limited range of subject matter. Troubles began to appear when more than 10 detailed subjects were needed under an established parent classification. In a few short years the addition of dashes, brackets, parentheses, and similar symbols had reached unwieldy and confusing proportions. Because of this experience, branch files by 1940 were using an alphabetical-numeric coding system, which in theory at least permitted unlimited breakdown of subject matter wherever needed. This actually was an improvement over the decimal system for TVA files, but I suspect that one of the primary reasons for its adoption was the wider grasp of the subject matter that was possible by 1940. At any rate, it was adopted as standard for all TVA files.

Soon after central file operations began, the library method of cross-indexing subject matter by the use of cards became both expensive and cumbersome. More and more typists had to be assigned to the preparation of cross-index cards, which in turn had to be sorted and filed in special equipment. Moreover, searching in the file was complicated because the searchers had to consult a separate file for indexing leads to the material they sought. This problem soon became so acute that a time-and-motion study was made of the operation. As a result of this study a radical departure from the previous method was recommended and was quickly approved and adopted. Briefly, a letter-size form was developed, on which the typists entered the required index information, and which was filed along with the regular correspondence, documents, and other records. This form was in turn soon converted to a snap-out carbon set of from one to five parts. Each form in a set had a preprinted heavy line underscoring the code by which the individual sheet was to be filed. The underscoring line was preprinted two typewriter spaces lower on each succeeding sheet in the set, so that in one typing operation the typist could complete as many as five separate index sheets which would be sorted and filed in as many different files. This method was such an improvement that a TVA motion picture titled "Time and Motion Study Applied to Letter Indexing" was made to illustrate the old and the new techniques. It is still one of TVA's widely distributed films. What is more, the technique itself still is better than anything I have ever seen anywhere else. It is one of those rare methods that are good to start with, almost flawless; and it has needed little refinement in some 20 years of intensive application.

By 1936 it became obvious that the building and equipment used by the central file would have to be expanded out of proportion to office space. To relieve the overflow of records, some of the more voluminous documents and papers were moved out of the central file into unoccupied basement space in another building. When this space too was filled, some of the bulkiest records were stored in an abandoned nitrate plant on the reservation at Wilson Dam, Alabama. Shortly thereafter, however, the new Federal Building in Knoxville was opened; and for the first time a real records center was established, using most of the basement space to house and service relatively inactive files and segments of records. Back in those days such centers were called "transfer files," because they were still considered to be segments of the official files. All materials were stored as received, which is to say that they were serviced according to the system under which they had been organized while current. By 1940 the Knoxville transfer files contained record segments from 71 different units of organization, filed and serviced under a variety of classification systems. The necessity for renting space on relatively short-term leases precluded the adoption of the location indexing system that is used extensively in modern records centers. Moving day comes fairly often and sometimes with little warning, and it would junk any and all location indexing systems. Most such systems, moreover, are elaborate and expensive to maintain.

In the late forties TVA developed detailed plans for a permanent warehouse-type records storage building, but Congress denied funds for its construction. As soon as regional records centers were established by the National Archives and Records Service in the early fifties, plans for such a TVA building were virtually abandoned. We still, however, operate one records center in each of our three geographic locations in the Valley.

One of the weaknesses in operating the small localized "branch files" is that their management is frequently subject to local pressures that do not conform to the best overall procedures for long time operation. One of the most persistent — and short-sighted — of these pressures comes from the idea of the "intact file." Some official who knows little or nothing about filing problems gets the idea that he wants all file material on a subject assembled and bound for instantaneous use (usually his own). The reasoning behind this urge springs from a number of past experiences, most of them temporary crises. It is always difficult to make such a person understand that to accede to his request defeats the purpose of a general file, the basic theory of which is to maintain only one copy of each record and to make that copy continually available to *all* members of the organization. What is still more important, however, to the official, such a method of filing by any special subject defeats its own purpose very shortly. What starts out to be a clear-cut and apparently simple subject can within a few months pick up all sorts of fringe material or can explode into a dozen fragments, many of which bear only slight if any resemblance to the original whole. Even if this does not occur, one man can tie up a sizable accumulation of records for days or weeks while he uses only two or three segments of it, meantime precluding anyone else from using the file. Very early in the operation of branch files we did experiment with intact or bound files, but we soon had to tear the volumes down again in order to have the material in a more fluid state.

One of the most effective ways to counteract the intact-file urge was discovered to be the quick assembly of "trip files." These are highly selective accumulations of records, tabbed by dividers for all stops on a trip, neatly but temporarily bound, and labeled with the name of the traveler and the home office file — just in case he should leave it on somebody's desk along the way. Another method (which should be used only in rare circumstances) is the accumulation of temporary "work files," or nonrecord copies of official material. These are understood to be entirely disposable as soon as the temporary need for them has passed.

Another TVA problem closely associated with the decentralized file service has been the maintenance of standards for file operation in each of the official files scattered over the Tennessee Valley. About a dozen of these standards had been developed in the late thirties and early forties and issued singly for use in all official files. By the spring of 1944, 14 of them had been developed, and they were bound and issued under the title *Manual of Files Operation Standards*. The problem with standards lies in assuring that they are followed in the field, that they are changed and refined as necessary to meet field operating conditions, and that any local and minor deviations are justified from the long view and will not lead to operating trouble later on. While most TVA file operators are glad to follow the standards (indeed many of them contributed to their development), once in a while some rugged individualist decides he wants to try another method. This may turn out later to be an expensive experiment, even perhaps one that has been tried and discarded years ago.

As a positive means of assuring that file operation standards are followed under the decentralized system, TVA in the mid-forties developed and instituted periodic operational audits of official files. These audits are made in conformance with procedures set forth in the *File Audit Handbook*, which closely follows the file operation standards. Briefly, the audits encompass a review of the organizational, administrative, and environmental factors affecting the operation of the file and a systematic test check of detailed operations. Printed worksheets are used throughout the audit to record detailed information and the results of the test check. From the completed worksheets a comprehensive narrative report is prepared for the administrator of the file. Thus in about 10 minutes the busy administrator can learn from a well-qualified specialist what the overall condition of his file or files is at a given date; what, if anything, needs to be done to improve the service or to conform to archival standards; what the service costs his organization; and whether his operating staff is too large or too small. This system has forestalled some serious file breakdowns that would have occurred had ill-advised departures from standards not been discovered soon after their inception, and it has been well worth its small cost to TVA.

Another problem closely associated with decentralized administration of files is that of assuring unbroken continuity of service and standards when one operator leaves and another comes in. Such service breaks often occur suddenly and unpredictably. During the war years, when the operators were predominantly women with husbands in the armed services, most of them were subject to sudden moves that led to their resignation. To meet this problem, a training pool was established in which inexperienced recruits were given 2 weeks of intensive training in the technical details of file operation, placed in a branch file organization for 2 more weeks of actual work experience, and made available for transfer or other assignment as needed. During this period, not one of the trainees ever quite completed the full 4 weeks of training before being requested for a file vacancy. Soon after the end of active hostilities, however, the need for this type of training ceased, and it was discontinued in favor of on-the-job training of file employees *after* they had been employed in a specific file. This training means that an experienced records officer goes into any file office where a vacancy has occurred and works with a new operator in the routine of the file until he considers that the new employee is fully able to continue unassisted.

Creation of Records

During the early years of TVA operations, few people if any thought in terms of comprehensive control over the creation of records. Such controls as existed were largely incidental to procedures developed for certain office operations. Accounting procedures for all TVA operations afforded one of the earliest controls over the creation of significant bodies of records. Engineering reports, legal briefs, and land acquisition records were all controlled by published procedures. A little later, a forms-design and coordination program put centralized active control on the creation of forms. Correspondence standards were developed and distributed to all secretaries and typists.

All these techniques of office management, though not necessarily so considered at the time of their adoption, have actually served the purpose of records-creation control in TVA. They were conceived as features incidental to good administration, in which TVA has always taken a lot of pride.

Disposal of Records

Most organizations run into disposal problems some years after those arising from the creation and use of records. TVA has been no exception but after its first few years the agency did become conscious of the problem of disposal. When the act of August 5, 1939, was passed, TVA submitted its first disposal list for approval. There were only seven items, involving little volume, on the list; but at least it was a start. Shortly afterward, in the spring of 1941, TVA conducted an experiment with the newly developed technique of microfilming records and disposing of the originals. This experiment indicated that microphotography was feasible for TVA records, and it was instituted as a continuing operation on a fairly large scale. At the peak of this operation in 1942 five cameras were filming TVA records full time. Although microfilming is an expensive device for disposal of records, it should be borne in mind that in those years it appeared to offer the best hope of any large-scale disposals. The act of Congress approved July 7, 1943, which permitted continuing records disposal schedules, greatly accelerated the disposal of TVA records, and the need for microfilming almost disappeared.

With the institution of scheduling for disposal came the problem of finding or developing qualified analysts to evaluate records. Although most of the analysts attached to the records staff at that time had had experience in the creation, organization, and use of records, none of them had the detailed knowledge of internal procedures that is necessary in the evaluation of significant bodies of records for retention or disposal. To get that knowledge from the people directly involved was a tedious and time-consuming process, with little actual yield. In 1941 arrangements were made to transfer to the records staff two experienced accountants with an excellent background in both accounting and law; records scheduling and disposal then went into high gear. By the beginning of 1944 most of the voluminous fiscal records of TVA had been scheduled for disposal and the remaining few had been scheduled for permanent retention.

To discriminate between record and nonrecord material has been one of the oldest and most persistent headaches in our disposal program. Consistency in the application of these terms has been most difficult to achieve, even in the same mind. One school of thought insists that record material becomes nonrecord when the uses for which it was created come to an end. Another believes that any copy of a record is nonrecord if the record copy is retained anywhere else within the agency. Still another insists on sticking to a literal interpretation of the definition in the first disposal statute. Our 10-year-old standard, "Once a record, always a record," has taken a lot of buffeting but is still very much alive. It has been fortunate that the overall responsibility for this determination has been continually vested in the TVA staff records officer; for, right or wrong, he has the final responsibility for approving all disposals of nonrecord materials. The problem has required much time, effort, and patience in breaking down preconceived notions and in developing and distributing more adequate descriptions of nonrecord types of material to aid in disposal procedures.

There are generally two schools of thought, too, in initiating disposals. One wants to destroy everything in just a short time and considers that to have good office space cluttered up with a lot of files is pure nonsense. On the other hand there is the human squirrel who gloats over every piece of paper that ever came into his possession and will fight fiercely to prevent its destruction. The one must be braked down to something like a reasonable pace, while the other requires constant spurring to get any action. Both have to be handled with skill, understanding, and patience.

Since an excellent article on TVA's retention and disposal of correspondence files has been published by my predecessor[2] the only comment to be added here is that "retention filing" has since 1952 spread to all offices in TVA. It can be said in 1956 that the technique certainly is here to stay.

General Records Management

Some of the growing pains experienced in the development of a records management program have been diagnosed in the preceding paragraphs. A few others are general in nature, like spring fever, and affect the entire body of the program. One of these is a liaison problem. TVA is different from most other Federal agencies in that its functions encompass the entire region within the drainage area of the Tennessee River but only that region. While most Federal agencies have a specialized function that is nationwide in scope, TVA has authority in the Valley for the development and utilization of all its natural resources for the greatest good of all. At times in the past it has been difficult to establish and maintain fully effective liaison with Washington on matters of records management because of differing interpretations of the principles on which TVA was founded and continues its operations. The situation has been improving rapidly in recent years, however, especially since the establishment of the National Archives and Records Service.

Another liaison problem lies in the grassroots administration of TVA. In many of its field offices, especially those in remote areas, files or accumulations of records come into being and grow like Topsy with little or no guidance from records management specialists. In all cases these are files of minor organizational units, and we probably never would have been very much concerned about them except for the problems of evaluation and disposal that they presented when field offices were closed and their records were shipped to our district records centers. Frequently the shipment of records was the last act of the departing field-office staff, so that by the time the shipment arrived there was nobody left who knew anything about the records. Because of this experience, we have in recent years developed and maintained a system of regular visits by our district records officers to all remote field offices in their districts. These visits promote a closer cooperation between field personnel and district records officers in the management of field records while they are still current and lessen the problems of disposal after the records are finally received in the centers.

---

[2] Sidney R. Hall, in *American Archivist*, 15:3-14 (Jan. 1952).

The most pressing problem in our program now is, believe it or not, persuading some of our employees who have made significant contributions to TVA accomplishment to create records of their experience instead of keeping it in their heads, where an invaluable accumulation of knowledge and experience can be, and frequently is, lost in a moment. To meet this problem, we are experimenting now with the idea of developing and maintaining what we call "job handbooks" for specific technical positions. These are to be compact recorded instructions for carrying on all technical phases of a particular position. They are kept in the desk of the incumbent and are expanded as additional experience is acquired. All possible successors are informed of their existence and location. They are intended to bridge the gap between the present and the future. Furthermore, they provide, over long periods, a greater consistency of practice on the part of the incumbent himself. If the experiment is successful, and I see no reason why it will not be, we shall perhaps have to do a bit of selling to spread the technique over the Valley. But selling is a vital and interesting part of records management, too.

Applying American Archival Experience Abroad

By T. R. SCHELLENBERG[1]

National Archives

TWO conditions account for the main differences between the archival principles and practices of the United States and those of other countries. These are (1) the way public records are kept while in current use, and (2) the age and volume of the records.

The archival principles and practices of a country relate directly to the way in which its public records are kept while in current use. Since these conditions vary from one country to another, the principles and practices of the profession also vary; and the literature describing the principles and practices of one country is often unintelligible to archivists of other countries who do not fully understand the conditions under which its public records have been currently maintained.

The ways of the United States Government in keeping public records are basically different from those of other governments. Public records of the United States are kept according to various new filing systems; in practically all other countries they are kept according to a registry system.

An American archivist who does not understand the registry system is not likely to understand the archival principles and practices of a country that employs that system. The differences of principles and practices arising from the use of the registry system make it quite difficult to apply American archival experience abroad. An American archivist going abroad is well advised to proceed cautiously and humbly; for American ways of doing things are not necessarily better than those of other countries; they are merely different. He should be openminded, for he is likely to learn as much as he is able to teach, and he should certainly learn before he ventures to teach.

The essential feature of a registry system, and the one from which it derives its name, is the register, which may be in the form of a book or in the form of cards. The system can be applied in various ways. It can be either very simple or very complex.

---

[1] Dr. Schellenberg is Director of Archival Management in the National Archives. His paper contains the substance of a talk at the annual meeting of the Society of American Archivists, Nashville, Tennessee, October 11, 1955, and is based on his observations in Australia, New Zealand, and Europe.

Under a simple registry system the records of an office are kept in two simple series, one of outward and the other of inward papers. In its register a record is made of all documents in the order in which they accumulate. The documents are assigned numbers consecutively. These numbers are the key by which the documents in both series are controlled. They indicate the order in which the documents are filed in each series. Indexes to persons and subjects are keyed to them. Such a simple system was used in all the Australian colonies before they became states, just as it was in the American colonies before the establishment of the Federal Government.

Under a more complex registry system, the records of an office are kept in one series that consists of file units in which both inward and outward documents have been brought together. The file units are recorded in the register in the order in which they accumulate, and indexes to the names of the writers and the subjects of the documents are made and keyed to the call numbers of the file units.

The file units may be arranged in a simple numerical order, or groups of them may be brought together into subject classes in accordance with a classification scheme. The most complex registry systems are those in which file units are arranged in a classified order.

An archivist dealing with registered files is confronted with materials that have an altogether different physical character from that of materials produced by American governmental agencies. The file units (or registered files) consist of aggregations of papers that contain all documentation on a particular subject or transaction. The papers within a file unit are fastened together in folders or binders and are usually given folio or page numbers. The papers usually exist only in one copy, and may consist of all types of documents, including forms of various kinds. The file units are handled as books are while in current use. They are assigned call numbers as are books. They are charged out to action desks as are books. They are often shelved in the same manner as books.

The way in which such file units may be appraised depends on how well the papers within them have been brought together. If the file units contain both valuable and valueless items, the items within them have to be reviewed singly either by the government officials who first handle them or by the archivist. If the records are properly classified in the registries, as they are in German registries, the classification scheme may be made the basis for appraisal, as it is by German archivists; for file units may then be appraised in relation to the subjects under which they were classified. If the papers were improperly classified, the appraisal may have to be left to the originating officials, as it is in England. The basic problem of appraising registered files, then, narrows itself down to one of classification — one of grouping the individual documents into file units and grouping file units in relation to activities and subjects. With respect to classification principles American archivists can teach archivists abroad very little; on the contrary, we can learn a great deal from some of them.

The way in which file units may be described in an archival institution depends, again, on how well they were described in the registries. If the call marks on the registered files are accurate and informative, they can be made the basis of repertories or inventories, as they are in Germany. If they are inadequate, the individual file units must be analyzed and described separately.

Contrast this situation with the one in an American archival institution. The units to be analyzed and described here are of various physical types — correspondence, reports, administrative issuances, forms of all kinds — which may have been kept together or organized under separate filing systems. The units of description are thus more varied in physical type and organization, much larger in size, and therefore much more difficult to identify and describe than their modern European counterparts. In the description of aggregates of documents, the experience of American archival institutions is quite different from that of archival institutions abroad and should prove instructive to them.

The way in which file units produced in registries may be arranged is relatively simple as compared with the ways that must be followed in dealing with the public records of the Federal Government of the United States. In the National Archives groups of records that originated in various offices of an organizational subdivision of a Government department have to be placed into proper relation to one another. These groups have to be fitted together, somewhat as a jigsaw puzzle, after painstaking research into their organizational and functional origins. This sort of work is not required for most modern archival groups in Europe, though it must, of course, be done when the arrangement of registered files has been disturbed and must be reconstructed.

The second condition that accounts for the difference between the principles and practices of American archivists and those of our colleagues abroad relates to the age and the volume of the records with which they deal. European archivists devote a considerable part of their attention to very old medieval documents. They have published important collections of documentary source materials, the most important of which is the *Monuments of German History.* They devote much of their time to the analysis of individual documents, applying their knowledge of linguistics, history, and the auxiliary sciences of history in editing and describing them. Their training in archival seminars consists, in part, of training in the analysis of such individual documents. It is in this regard that their work is to be most sharply distinguished from work in dealing with modern records.

American archivists are concerned with an overwhelming mass of documentation. They must reduce this mass to make it usable. They realize that not all records can be preserved, that some of them have to be destroyed, and that a discriminating destruction of a portion of them is in fact a service to scholarship. They know that a careful selection of the documentation produced by a modern government is necessary if they are not to glut their stacks with insignificant materials that will literally submerge those that are valuable. American archivists believe that this selection should be made by those most cognizant of the interests of scholarship, namely the archivists who are familiar with research interests and research needs. Even in their definition of archives, therefore, they make the element of value an important attribute of archives; and in their procedures for the review of records proposed for destruction they reserve to themselves the function of appraising records from the point of view of their utility in research. This approach is in rather striking contrast to that of the English archivist Sir Hilary Jenkinson, formerly Deputy Keeper of the Public Records in the Public Record Office. Jenkinson does not admit of the idea that an archivist should select records for preservation. American archivists, in their concern with the selection of documents, have given more thought to appraisal standards than have their European colleagues; and in this respect I believe they have something worthwhile to contribute to archival thinking.

As I intimated before, the volume of modern records has led American archivists to devise new methods of description — methods that are suited to the description of documents in the aggregate rather than as individual items. Ordinarily they are not concerned with the treatment of individual items. Their descriptive methods relate to larger units than those of most European and foreign archivists. Their practices therefore depart even more than those of European archivists from those of librarians, which are by and large concerned with the treatment of individual items. Their materials do not have the appearance or the character of books, as registered files have.

The volume of certain series of records produced by modern governments has led archivists dealing with them to question whether the time-honored principle of provenance should be followed strictly in arranging them. Obviously, all series should be so kept that their administrative origins will be apparent. But certain of the large series that relate to individual persons or corporate bodies are kept solely for the information in them that is useful for sociological, economic, demographic, or other studies. Within such series, therefore, the individual items may be arranged or rearranged in whatever way scholars will find most useful.

Archivists dealing with modern records are confronted with another problem that is of little concern to archivists dealing with older records. This is the problem of access. The experience of the National Archives in opening up public records for research and other purposes should be of some interest to foreign archivists. Our Government has always been very liberal in making available the public records it produces; and the National Archives, as the agency that administers such public records for purposes of research, has attempted to make them available to the fullest extent that is consistent with the public interest. By considering the conditions under which records should be restricted in the public interest it has often been able to obtain a relaxation of restrictions on use. Its experience, based on handling many requests for the relaxation of restrictions on military, diplomatic, economic, and personal records, is reflected in the restriction policies that are formulated for the various record groups and subgroups in its custody. These policies follow a fairly consistent pattern and would be generally applicable to similar types of records that other governments of the world have been creating in recent years.

In general, American archivists, in dealing with modern records, have, to a greater degree than their European colleagues, attempted to develop principles and techniques for dealing with records *en masse.* They are little concerned with linguistics or the auxiliary sciences of history, which are the substance of European archival science; nor are they much concerned with the methods of treating individual items, which are the substance of librarianship. They are concerned with new principles and practices that are peculiarly applicable to modern archives. They are concerned with the development of a distinct archival profession.

Some Changes in the Handling of Business Records at Baker Library

By ROBERT W. LOVETT[1]

Baker Library

FROM attendance at several meetings of library and archival associations I have noticed that their programs are often devoted to testimonials of the "we do this in this manner" variety. Although it might be possible to poke fun at these in the mass, their popularity reflects both the experimental nature of many procedures in this field and a real desire on the part of members to learn how others are meeting problems which, in one form or another, are also theirs. At the risk of adding another to these testimonials, I should like to tell of a few developments which time and necessity seem to have led us into at Baker Library. Thus the following notes modify the procedures described by Professor Cole in his "Business Manuscripts: Collection, Handling, and Cataloging," which appeared in the *Library Quarterly* in 1938.

The July 1952 *American Archivist* carried my article, "The Appraisal of Older Business Records," in the course of which I described briefly the holdings of Baker Library in this field. For those who may not have seen this account, or have forgotten it, I would restate a few points here. The Baker Library has been collecting the original records of business firms since the mid-twenties, and its Manuscript Division now holds the equivalent of some 60,000 volumes, with special emphasis on the fields of New England textiles, shipping, and railroads. The rate of collecting has slowed down of late (partly for reasons of space), and we are now devoting more time to arranging and consolidating what we have. There is plenty of work ahead, for some of the unbound materials accompanying the collections received in the late twenties and thirties are still stored in crates. Lately we have attempted to dispose of one or two collections, a subject which I shall consider later in this paper. We are still actively interested, however, when a collection that promises to be useful for research is called to our attention. In

---

[1] Since 1948 the author has been head of the Manuscript Division and Archives of the Baker Library, Harvard University. In 1955 he became also curator of the library's transportation collection. He is the current chairman of the Business Records Committee of the Society of American Archivists.

1954, for instance, we added the records of the Faulkner & Colony Manufacturing Co., a family concern that has been making flannels in Keene, N. H., since 1815.

But time and necessity do have a way of bringing about changes. Since ours is largely a one-man operation (of late years I have had only a student assistant), some shortcuts are in order. Some of these may interest others faced with handling large amounts of material with a minimum of help. For instance, we no longer attempt to put a bookplate in each volume or to record information as to the donor on the bottom of the first page. These were carryovers from library practice and are not really necessary to the operation of a closed collection of manuscripts. Like many manuscript depositories, we rely on a descriptive inventory, which is kept on sheets in the case of our large collections and on cards for the smaller ones. This is given to a prospective user, who notes down the volume numbers he needs. Thus a simple label, recording, for our larger collections, only the name of the firm (often abbreviated) and the volume number, is enough. The same information is placed on the back of the first page, in case the label should fall off the cover.

If a person is doing extensive research on a large collection, we may allow him to visit the shelves. But even here the descriptive inventory provides an adequate guide. We still group our materials in such broad divisions as general administrative records (journals, ledgers, cash books), purchases (including inventories and invoices), production (including labor), sales, and correspondence. The arrangement under each of these headings is by series, and of course the order within a series is generally chronological. If no additions to a collection are expected, there is no reason why a consecutive numbering scheme cannot be adopted. But if it is likely that more material will be discovered, and even perhaps for the sake of logic, the use of letters as well as numbers is helpful. Thus the primary series of journals in a given collection might be numbered AB 1 — AB 10, a secondary series AC 1 — AC 5, the primary series of ledgers BA 1 — BA 6, and so on. It is usual to list each volume in a series separately; but, if the series is complete, a general entry might be enough. Such an entry might be: AB 1 — AB 10, Journals, 1812-1848. It is true that this would make it more difficult to find a journal of a particular date; but, because the volumes are arranged on the shelves by date to begin with, the task would not be great. And since some collections may be used but once in 10 or 20 years, a more detailed listing is perhaps not justified.

Most manuscript custodians have long since given up the separate listing of letters unless the importance of the material justifies such a calendaring. It is generally desirable to unfold letters; occasionally in business records, however, one finds a great mass of such letters docket-filed, or folded lengthwise, with a notation as to the sender and the date at the top of the fold. If the paper is in good condition, I see no reason why these cannot be left as is for the time being. In fact, by unfolding, one loses the convenience for reference of the notation so carefully inscribed by the clerk. I think of one such collection where a dozen boxes or small trunks were cleverly constructed by the company to hold a double row of these docket-filed letters apiece. They are neatly arranged and are separated and labeled by months, and I see nothing to be gained by rearranging them.

Mention of these boxes reminds me that the cardboard containers developed by the National Records Management Council and used by Leahy and Co., among others, make the shelving of unbound materials much easier. One of these will hold up to about a third of a file drawer of both standard-size and legal-size folders. They are sturdy, yet not so heavy when filled but that a man (I do not say a woman) can lift them from a shelf without much difficulty.

I now come to a procedure which is, in some sense at least, a shortcut to acquiring space. Baker Library has in the past few years turned over two collections to institutions that we thought could make better use of them, and has returned two others to institutions that lent them to us. We feel that, if a collection relates wholly to another region, if it has not been used in our library, and if there is an institution in the other region ready to make use of it, we should send it there. This does not mean that we are becoming provincial; each case has to be decided on its merits. Where donor restrictions exist, such a transfer may well be out of the question. But we like to think that the records of the Grahamton Cotton Mill will be more useful at the University of Kentucky than here, and that those of the Albert Dibblee enterprises in midnineteenth-century California will be in more demand at the Bancroft than at the Baker Library.

The return of a loan is, of course, a different matter, even though, when the transfer was made, there seemed little likelihood it would ever be recalled. Often at the time of the loan the transferring institution did not have room for, or much interest in, business records; the recall of such material therefore indicates an increased interest in business history, for which we may all be grateful. We now have a card form, which we like to have donors sign, stating that, if there has been no claim for the return of material after 20 years, it becomes the property of the library. This seems only fair, since the receiving institution has often gone to considerable expense to organize, box, and shelve the records; and for this reason too it is customary for the institution newly receiving the material to pay the cost of transportation and perhaps a part of the packing costs. In two cases in which we returned records (the Briggs-Stabler papers to the Maryland Historical Society and the Shaw papers to the Missouri Botanical Garden) the material had not been with us 20 years, and we were glad to learn that plans are on foot at both places to make the papers more immediately useful than they had been with us.

The last, and possibly new, procedure that I shall describe relates to a problem frequently avoided but one which many manuscript custodians must face. I refer to the question of philatelic values in records, not so much stamps as stampless covers. The problem was called to my attention partly because, as I mentioned above, we have some unbound materials still in crates, stored in a tunnel that is used as a passageway. From time to time I would notice that crates had been broken open, and I could only surmise that persons unknown were hoping to find stamps. It would appear that, unless custodians of large masses of correspondence meet this problem with some sort of plan, unauthorized persons will solve it their own way, with considerable damage to record values in the process.

We were assisted toward a solution by the presence in the neighborhood of a retired gentleman who had become interested in dealing in stamps and other types of collections. We knew him to be a thoroughly reliable person, one who could be trusted to respect record values. He had acquired a considerable knowledge of philately, had contacts with dealers, and was willing to devote many hours of labor in return for a reasonable commission. Unless such a person can be found I would not recommend that the job be attempted.

So keen and so long-continued has been the interest in postage stamps that few of them are to be found on letters by the time they reach libraries. Envelopes came into general use in the early eighteen-fifties, only a few years after the introduction of stamps, and envelopes are generally discarded. In the period between 1847 — when stamps were first used in this country — and the adoption of envelopes, the address continued to be placed on the back of the letter sheet itself. Occasionally stamps are to be found here, but the procedure for handling them would be the same as that for the stampless covers, described below. Incidentally, the value of early postage stamps is usually higher if they are still affixed to the envelopes or letter sheets. Revenue stamps are more often found than postage stamps; the lower denominations have little value, but higher ones sometimes do; and they can usually be detached without injury to the document, if done by a qualified person. As I have indicated, however, the common situation is for the manuscript custodian to find that all stamps have been removed, sometimes forcibly, with injury to both the stamp and the document. Occasionally donors will ask for the return of any stamps that may have escaped their notice. Sometimes the library itself may have been given stamp collections and may wish to add to them. But, where the library does not wish to keep stamps, and where there are no restrictions on the handling of a given collection, I do not see why it cannot dispose of them to its benefit.[2]

Of late there has been considerable interest in stampless covers, and these are more likely to be found in the collections in the Baker Library. I need hardly recall that these are the address sides of the folded letter sheets that were in general use before envelopes were introduced. Nor do I need to go into the history of the various types of covers, for there are books devoted to this.[3] Enough to say that manuscript cancellations appeared in the late eighteenth century and were later followed by the stamped town name, at first between two straight lines, then in ovals and circles. Of course rarity determines value here, and the very early ones (for the larger cities) are the more valuable, or ones for post offices no longer in existence, or Territorial (as opposed to State) cancellations.[4] A figure indicating the amount of postage paid usually appears in the upper right corner; this too was at first hand-written and later affixed by means of a stamp and pad. Additional notations, such as "Free," "Paid," "Ship," and "Single" (indicating sheet), or the postmaster's name, also add to the value.

One peculiarity of stampless covers, which makes the problem of realizing values simpler, is that the back of the address sheet is often blank. It can therefore in most cases be removed from the letter without damaging the record value. It should be noted that in our library these covers are found in the records of business firms no longer in existence; that the addressee is known; and that the date and name of the sender invariably appear on the letter itself. Furthermore, these are in many cases very extensive files of a rather routine nature. One often finds that the address sheets have been removed already, perhaps to reduce the bulk, or because of the scarcity of paper. The custom which business firms developed of noting the sender and date on the top of the address sheet (the docket file method, described above) preserves the philatelic value of the detached sheet.

---

[2] The editor realizes that the subject of disposal of stamps and stampless covers is controversial; he will welcome further discussion of the question in this magazine.

[3] Harry M. Konwiser, ed., *U. S. Stampless Cover Catalog* (Van Dahl Publications, Inc., Albany, Oreg., 1952).

[4] E. N. Sampson, *U. S. Territorial Postmark Catalog* (Lynnfield Center, Mass., 1950).

In actual practice only a small proportion of the stampless covers have sufficient value to justify removal; thus plenty of examples of this form of address are sure to remain in the collections. Furthermore, we have found that 98 percent of the sheets that might be removed for their philatelic interest are blank on the reverse. This leaves only a small number for which the record value needs to be considered. If the value of the cover is large (say more than 15 dollars), we photostat the letter side for preservation, unless the importance of the original document is so great as to overshadow any possible philatelic value. Since, as I have indicated, these are mostly routine business communications they rarely have great value. If further notations appear on the address side itself (such as "answered" and the date), that side might be photostated too. It would be well to keep a record of what has been done, or at least a list of what collections have been handled in this manner.

We feel that it is better to have the job done under careful supervision, so that record values are preserved, than to have it done surreptitiously or carelessly at some later date. And — although this is perhaps a minor point — items of philatelic interest are being released to philatelists, rather than kept shut away for completely different purposes. Finally, what library could not use a sum, possibly a thousand dollars or more, realized in so painless a fashion? The creation of new values by the passage of time presents a practical problem, which the library is justified in meeting in a practical fashion. This procedure might not work for the literary-historical type of collection, but it has seemed to fit our rather special case.

Personal testimony may be useful, in a psychiatric sense, for its therapeutic value. But I hope that some of these suggestions may be of value to others than the writer, especially to those who may also be struggling with masses of nineteenth-century business records.

State Labor Agencies: Where Are Their Records?

By PAUL LEWINSON [1]

National Archives

THERE is a chance for State archivists to do some missionary work on the records of State labor agencies.

When, in January 1953, the Society of American Archivists reactivated its Committee on Labor Records, the committee began to query possible holders of appropriate collections. Among those queried, in this case about holdings of State labor agency records, were all State archivists and their historical-society equivalents who were listed in the Society's directory published in the *American Archivist* of July 1954. Positive replies came in from only eight institutions; negative replies from seven; the rest either did not reply or replied noncommittally.

The Committee therefore assumed that in all but eight States, Territories, and possessions, the local labor agencies (Departments, Commissions, Bureaus, and the like) had retained all of their records (except for those disposed of or lost) — an assumption all the more reasonable since for the most part labor agencies are among the newer appendages of local government. With the help of Federal experts in Washington, the Committee then designed a questionnaire, tailored on the one hand to fit the kinds of records to be expected in such agencies, on the other to get the most information possible without demanding too much of busy officials. This questionnaire was circulated once to 97 agencies (some jurisdictions have more than one agency concerned with labor), and again, as a followup, to 36 that did not reply promptly.

Replies have now been received from 60 agencies (plus one covering a survey made by a State archives), representing 43 States, Territories, and possessions. On the basis of experience thus far, it is possible that a dozen or so more may still be heard from. But some conclusions are permissible from the returns thus far in hand.

The returns are summarized, in part, in Table I of this article. The questionnaire is reprinted as Table II.

---

[1] The writer is Chief of the Industrial Records Branch of the National Archives and chairman of the Committee on Labor Records of the Society of American Archivists.

Most striking to archivists will be the results from question 6, on records of particular historical interest. In only 15 cases was there any recognition of historical interest in the records covered. In 10 cases it was flatly stated that the records had no historical value, and in 3 others respondents referred to their agencies' published annual (or biennial) reports in an apparent faith that these would meet all needs.

Only 7 agencies, in 5 States, indicated that they had turned records over to an archival institution or historical society. And yet 32 agencies, perhaps including the 7 just mentioned, indicated that they had records in dead storage. Quantities of records reported ran from 1,024 file cabinets plus transfer boxes down to 1 file cabinet; a quick scanning of Table I would seem to make 50 cabinets the median. Some more or less regular disposal is indicated in 18 agencies; one had a destructive fire in 1921. In 7 cases, records are described as substantially incomplete without the assignment of any reason. Twenty-three agencies claim retention of complete or virtually complete documentation; but the dates of the earliest records in agency custody are in some cases later than the founding dates of the agencies or of predecessors. It should be noted, too, that in the case of 6 agencies the earliest records in custody range back to the years from 1884 to 1921 and in 10 more cases to the span 1928-1940.

All this suggests that much early documentation of State labor agencies has evaporated and that more records are being retained in agency custody than are needed for current purposes, save perhaps in some of the largest industrial States. There are obviously many more State labor agency records in dead storage than in archival institutions — not that all of these should be preserved, of course.

The indications of this survey will be distressing to archivists for general professional reasons. There are, however, special reasons for distress in the case of records relating to labor and labor relations.

Other investigations pursued by the SAA labor records committee indicate that archival or manuscript source material in this field is either scarce or well tucked away and not known about. General and special libraries and manuscript depositories have reported much less than might be expected, considering the many years of our history during which labor organizations have existed, labor leaders have operated, and both individual reformers and welfare movements have been active in labor matters. On the employers' side, few business concerns have set up records programs and even fewer are willing to say anything about their labor records. The labor movement, taken as a whole, probably has a considerable body of documentation — how much and of what nature the committee still has to discover — but with few exceptions will probably be found to be little mindful of it. From a study of the literature of the labor movement being made by the committee, it is already quite apparent that most union histories, labor leaders' biographies, studies of special labor problems, and the like, have been written without reference to (probably without access to) archival and manuscript primary sources.

Meanwhile, in the past two decades government intervention in labor matters, at local as well as at Federal levels, has greatly increased, suggesting the possibility of administrative use of well-ordered labor agency archives. And during the same period, there has been an upsurge of scholarly interest in labor matters, as evidenced by the founding of a number of university-level institutes of labor relations, as at California, Cornell, Illinois, Princeton, and elsewhere.

Under these circumstances, State archivists and their historical-society counterparts would do well to make as much effort as they can to survey the records of State labor agencies and to make provision for their disposition — including both archival preservation of the portion of enduring value and the indispensable disposal of the cluttering remainder. At least this much labor-historical documentation could then be assuredly nailed down, and it is one of the most important parts of the record. While archivists and manuscript curators must deplore the loss of any part of the record, they can still ameliorate a bad situation. This is so because the records of government labor agencies could serve research purposes in place of many other types of primary source materials that — because they are privately created and controlled — are not protected by an official status.

In Table I, 37 State labor agencies are missing. Ten States and one island possession do not appear at all, and among the missing are a number of our most highly industrialized States. The SAA Committee on Labor Records would be especially glad to hear from the archival institutions in the jurisdictions where these gaps exist, about the holdings of the missing agencies.

TABLE I

SUMMARY RETURNS ON RECORDS OF STATE LABOR AGENCIES

State [1]	*Agency*	*Earliest Record*	*Quantity* [2]	*Disposition* [3]
Ala.	Dept. Industr. Rel.	1936	1024 c.; bx.	D; T; d. s.
	Dept. Lab.	1951	10 c.	Inc., unkn. cause; d. s.
Alaska	Dept. Lab. & Ind. Bd.	1946	23 c.	V. compl.; D.
Ariz.	Lab. Dept. & Industr. Commr.	1939	10 c., 17 bx.	Compl.; d. s.
Ark.	Wkm. Comp. Cmsn.	1939	277 c.	V. compl.
	Dept. Lab.	1913	20 c.	Inc.; d. s.
Colo.	Industr. Cmsn.	1915	—	V. compl.; d. s.
Conn.	Wkm. Comp. Cmsn.	1913	75 c. + cards	V. compl.
Del.	Industr. Accdt. Bd.	1940	81 cu. ft.; some microf.	Case papers compl.; T; d. s.
	Lab. Cmsn.	1915	10 c., 4 v.	V. compl.
D. C.	Wkm. Comp. Off.	1928	175 c., 1326 bx.	Compl.; d. s.
	Fed. Medn. Cmsn.	1913	22 c., 1500 cu. ft.	Case papers compl.
Fla.	Wkm. Comp. Div.	1935	106 c., 1288 cu. ft.	D; d. s.
Ga.	Dept. Lab.	1938	9 c., 7 bx.	D after 7 yr.; d. s.
Hawaii	Dept. Lab. & Ind. Rel.	1940	2 c.	Compl.
Idaho	Dept. Lab.	1949	6 c., 50 v.	V. compl.
	Ind. Accdt. Bd.	1918	75 c., 676 bx.	Compl.; d. s.
Ind.	Div. Lab.	—	34 c.	Inc., D and unkn. cause
Kans.	Dept. Lab.	1920	10 c., 12 bx.	Inc., unkn. cause; T.
	Wkm. Comp. Cmsn.	1947	80 c.	D; T.
Ky.	Dept. Ind. Rel.	1916	200 c., 150 bx.	V. compl.; d. s.
Maine	Ind. Accdt. Cmsn.	—	—	"not historically valuable"
	Dept. Lab. & Ind.	1900	75 c., 30 bx.	V. compl.; D.
Mass.	Div. Ind. Accdts.	—	—	"have case files"
Minn.	Ind. Cmsn.	—	—	D after 18 and 6 yrs.
	Div. Lab. Concil.	1939	12 c., 37 bx., 2 v.	Compl.
Miss.	St. Bd. Health	—	—	no labor laws
Mo.	Bd. Medn.	1947	6 c.	Compl.; d. s.
	Ind. Inspctn. Div.	1884	16 c., 25 bx., 27 v.	d. s.
Mont.	Dept. Lab. & Ind.	1939	7 c.	Compl.
	Ind. Accdt. Bd.	1915	74 c., 990 bx.	D after 10 yrs.
Nebr.	Wkmns. Comp. Ct.	1917	300 c., 150 bx., 200 v.	D.
	Ind. Rel. Ct.	1947	1 c.	Compl.

		1944	7 c., bxs.	Compl.; d. s.
N. H.	Dept. Lab.	—	—	D after 10 yrs.
N. J.	St. Bd. Medn.	1941	12 c.	D.
N. Mex.	Lab. & Ind. Cmsn.	1931	14 c., 12 bx.	Compl.; d. s.
N. Y.	St. Bd. Medn.	1937	30 c., 100 bx.	D.
	St. Lab. Rel. Bd.	1937	60 c., 40 bx.	D after 6 yrs.
	Wkm. Comp. Bd.	1914	—	D.
N. C.	Dept. Lab.	1923	590 cu. ft. + 15 v.	Estbd. 1887; D & T in prepartn.
N. Dak.	Lab. Div.	1922	9 c.	V. compl.; d. s.
Okla.	Dept. Lab.	1907	—	d. s.
Oreg.	Ind. Accdt. Cmsn.	1914	528 c., 150 bx.	D; d. s.
Pa.	Bur. Medn.	1950	12 c.	Compl.; d. s.
P. R.	Concil. & Arb. Bur.	—	12 c., 48 bx.	Compl.
	St. Insur. Fund	1935	294 c., 250 v.	Compl.; d. s.
R. I.	Dept. Lab.	1952	—	Compl.; "live file"
S. Dak.	Ind. Cmr.	1949	1 c.	Inc.; d. s.
Tenn.	Dept. Lab.	—	—	Inc.; d. s.
Vt.	Dept. Ind. Rel.	1935	200 c.	Compl.; d. s.
Va.	Dept. Lab & Ind.	1952	—	D after 3 yrs.; T.
Vg. Is.	Wkm. Comp. & Wage Adm. Div.			
	St. Cr.	1947	4 c.	Compl.; d. s.
	St. Thos.	1942	2 c.	Inc.; d. s.
Wash.	Dept. Lab. & Ind.	—	—	Inc.; d. s.
W. Va.	Wkm. Comp. Fd.	1913	600 c., 3500 v.	Inc.-fire in 1921; d. s.
	Lab. Dept.	1901	40 v.	"Biennial Reports"
Wis.	Ind. Cmsn.	1932	—	Inc.; turned over to ERB.
	Empl. Rel. Bd.	1939	19 c., 8 bx.	Inc.; D.
Wyo.	Wkm. Comp. Dept.	1915	20 c.	Inc.
	Dept. Lab. & Stats.	1917	7 c.	Inc.; T; d. s.

[1] Jurisdictions not reporting: Calif., Guam, Ill., Iowa, La., Md., Mich., Ohio, S. C., Tex., Utah.

[2] Abbreviations in this column:

bx. = transfer or other box
c. = filing cabinet
v. = bound volume

[3] Abbreviations in this column:

Compl. = complete
D = disposal(s) (presumably authorized) made
d. s. = some records in dead storage
Inc. = incomplete
T = transfer(s) to archives or historical society made
unkn. = unknown
V. compl. = virtually complete (principal series present in full)

TABLE II

QUESTIONNAIRE: SAA SURVEY OF LABOR RECORDS

1. Agency Name: ....

City: .... State: ....

2. All our records are IN OUR OWN FILES: ☐
Some of our records are IN DEAD STORAGE: ☐
CHECK ONE ONLY

Included are records of earlier offices having similar functions: YES ☐ NO ☐
CHECK ONE ONLY

Our earliest records are for the year: .... GIVE YEAR

3. The kinds of records included are:

	COMPLETE	INCOMPLETE
Correspondence files:	☐	☐
Office-routine papers (personnel, vouchers, requisitions, etc.):	☐	☐
Studies, research materials, investigations:	☐	☐
Case papers ("docket files," complaints or charges followed by hearings or other procedures, decisions, rulings):	☐	☐
Other program papers (placement, apprenticeship, inspection reports, etc.):	☐	☐
Orders and instructions to staff, policy memoranda, etc.:	☐	☐
Program and work reports (annual, quarterly, etc.; workload, accomplishment, etc.):	☐	☐
Press releases, speeches of officials, etc.:	☐	☐

CHECK ONE SQUARE ONLY FOR EACH KIND OF RECORD YOU HAVE

4. Among the incomplete records, the missing ones are as follows: (Kind as above, period missing, cause)

Fire? Given to State Historical Society?
Disposed of as useless? Unknown cause?

5. The quantity of records is:

No. of filing cabinets: ....
No. of bound papers (letterbooks, etc.; not published material): ....
Running feet of shelves: ....
No. of boxes, transfer cases, etc.: ....

Fill in the best or most convenient figures

Does this include records in DEAD STORAGE? YES ☐ NO ☐
CHECK ONE ONLY

6. What records does your agency have that are considered to have SPECIAL HISTORICAL VALUE OR INTEREST? (Examples: Papers of a notable Commissioner, Secretary, labor leader, industrialist, etc.; papers dealing with an important event, as a strike, organizing campaign, law-enforcement drive, passage of legislation, educational campaign, and the like.)

Please describe such groups of records in two or three sentences each:

The Illinois Records Management Survey

By MARGARET C. NORTON [1]

Archives Division
Illinois State Library

THE National Records Management Council of New York has been awarded the contract for a records management survey for the executive branch of the State government of Illinois. This survey will be concerned almost wholly with a study of how to create records in such a manner as to improve the efficiency of the State government and at the same time provide adequate documentation of the State's activities. Private industry has long been alert to the relationship between streamlined records and managerial efficiency, but governments have been slow in applying businessmen's techniques to these problems. Earlier surveys in other State and local governments have hardly gone beyond making minor improvements in present systems and putting existing records under retention schedules. The Hoover Commission's reports have pointed out tremendous economies possible for the Federal government in the field of records management, but thus far the work done at Washington has been piecemeal, agency by agency.

The Illinois survey, which will cover all administrative agencies in the State government, will be the most comprehensive study made by any government to date. One feature will be a serious attempt to relieve businessmen and private individuals of paperwork required of them by the State. The Federal Government has barely touched upon this field, though with astounding results. Because of the scope of the survey and the precedents expected to be set, the bidding has aroused great interest on the part of newspapers, the equipment and microfilm industries, and government officials in this and other States.

The Sixty-ninth General Assembly of Illinois at its 1955 regular session appropriated $200,000 for a "survey of records of the State of Illinois designed to devise efficient and economical methods of creating, managing, keeping and disposal of such records." The secretary of state is to "employ a specialist or an organization of specialists in the field of records management to conduct a survey of records of the State of Illinois and to make reports and recommendations to the appropriate officials of the State." An advisory committee, named in the act, comprises the secretary of state, the state treasurer, the auditor of public accounts, the attorney general, and the director of finance.

---

[1] The writer, a past president of the Society of American Archivists, has for many years been the Archivist of the State of Illinois.

It is noteworthy that this survey is being sponsored by high State officials other than the Archivist, although of course she has long advocated such a survey. The project forms one of a continuing series of studies aimed at greater efficiency and economy in State government. In this connection may be mentioned: the work of the Commission on Revision of Statutes, a continuing commission created in 1937; the research of the Legislative Council, also created in 1937; the standardization of State position and salary rates, under study since 1943; the activities of the State Employees' Retirement System, created in 1943; the disposal of State records, under the jurisdiction of the State Records Commission, also dating from 1943; the 1951 report of the Schaefer Commission on Reorganization of State Government (popularly called the "Little Hoover Commission"), which has been continued informally by the Institute of Government at the University of Illinois and by the Illinois State Taxpayers Federation; the construction of the new State Office Building, which has brought together under one roof State departments formerly scattered all over the city of Springfield; and the creation of the State Personnel Department, which will apply scientific management procedures, effective July 1, 1957, to employment in both civil service and patronage positions.

For the new survey, the secretary of state, Charles F. Carpentier, asked the State Records Commission to act as a technical advisory group and to recommend "a list of those Record Management Firms which in its judgment, are most competent and experienced and deal exclusively in this field." Since it is impracticable to write specifications for such professional work, these firms were invited to submit proposals based upon what each firm felt it could contribute to the State's records economy within the limits of the appropriation. The proposals received, however, were too varied in contents to serve as a basis for selection of bidders.

From the suggestions made in the proposals and from their own knowledge of the State's needs, the State Records Commission was able to define the areas which the survey is to cover. The "Suggestions for Bidders" reproduced below were sent to each of the companies that expressed a desire to bid. Quality being of greater importance than price, each bidder was instructed to spell out his proposed approach to each of the areas listed. The replies given in the bid indicated whether or not the firm was qualified technically to undertake the work.

Two qualifications in particular were deemed essential: first, experience in the field of public administration; and second, comprehension of the basic difference between governmental and private business archives, namely, the fact that government records have value for documentation beyond and often in quite different fields from their value for purely administrative purposes. These two requirements proved weak elements in bids by firms with experience limited to industrial records. Of the 12 firms that bid, only 4 were considered by the State Records Commission as qualified on the basis of past experience with governmental records.

The officials of the State of Illinois are deeply grateful for the time, energy, and expenses incurred and for the generous assistance given by members of the records management companies in helping to formulate the program.

SUGGESTIONS FOR BIDDERS

I. Objectives of survey
    A. Increase in the efficiency of state administration through better practices in record making and keeping.
    B. Elimination of unnecessary paper work in the State government in the field of
        1. Records created by State agencies for administrative purposes.
        2. Reports required to be filed and records required to be kept by private individuals and firms doing business with the State or subject to State regulation or supervision.
    C. Orderly and planned retirement of records as they cease to have value for current administrative purposes.
    D. Ensure the creation of a permanent core of records which will give adequate documentation for the various activities of the State government.

II. Areas of survey
    A. General area
        1. HB 1093 contemplates that all agencies in the Executive branch of the Illinois State government shall be included in the survey including the constitutional officers, departments under the civil administrative code, and all other offices, boards,

commissions, or agencies in the executive branch of the State government.

2. Priorities as to State agencies to be surveyed and the scope of the survey to be made for the respective agencies shall be established by the Advisory Committee.

B. Specific areas of survey
  1. Survey of existing State records
    a. The preparation of an inventory of existing State records with suggested retention schedules is NOT contemplated as a part of the work of the survey.
    b. The contractor will limit his survey of existing records to
      (1) A study of the desirability of continuing, discontinuing or modifying each category of records now being made and recommending retention schedules for those series which are to be continued.
      (2) Calling the attention of the heads of State agencies to non-current or semi-current records in their offices and storage agencies which should be sent to the Archives, destroyed as obsolete or kept in the form of microfilm copies.
      (All destruction of records and substitution of microfilm copies must, by law, be approved by the State Records Commission.)
      (3) Advice shall be given to State agencies in establishing procedures and techniques for weeding of files and selection of suitable disposal procedures.
  2. Creation of records (birth control of records)
    a. Records made by the agencies themselves.
      (1) Analysis of records needs, aimed at improving the quality and reducing the volume of each element of paper work.
        (a) Documentation (permanent records).
        (b) Controls: issuance control (including among other things, design and control of forms); reports control; correspondence control; case folders controls; filing systems; other applicable controls.
        (c) Office procedures as they affect or are affected by records making.
      (2) Integration of paper work crossing agency lines.
    b. Reduction of paper work required by the State on the part of individuals, small business men and firms.
      (1) Reports required to be made to State agencies.

    (2) Records required to be kept for purposes of State regulation or inspection.

3. Microfilm program
    a. The Contractor shall
        (1) Evaluate the present microfilm program in each State agency, including applications and utilization of equipment.
        (2) Indicate areas where microfilming is suitable; establish criteria for determining the relative economy of microfilming records and preserving the records in their original form.
        (3) Shall advise agencies in setting up procedures for making microfilm which will conform to the standards set by the State Records Commission.
4. Mechanization applied to records. (Mechanical, magnetic, electrical and electronic office equipment)
    a. The contractor shall
        (1) Evaluate machine applications to existing paper work problems.
        (2) Study utilization of equipment now in use in State agencies.
        (3) Establish standards and guides for evaluating and selecting business machines.
        (4) Make recommendations as to areas in which manual methods are more economical, spelling out reasons for such recommendations.
    b. The Contractor shall *not*
        (1) Sell, lease, install or operate such mechanical equipment, even though such equipment may be provided from agency funds.
5. Standards for quality of paper, filing supplies (including file folders, file guides, labels, index cards) and other materials used in making or keeping records, also other physical aspects of records making and keeping shall be recommended.
6. Methods for preserving and continuing the benefits of this records management survey shall be recommended by the Contractor.
    a. Training of agency staff in the principles of records management.
    b. Assistance to State agencies in compiling procedural manuals.
    c. Recommendations as to creation of the office of a State records management officer (or officers) and the establish-

ment of a State records center or other intermediate care of records.

d. The Contractor shall set forth necessary legislation to implement his recommendations.

7. Each bidder may include a separate statement as to the unique or particularly strong features of his proposals to which he wishes to call especial attention.

8. Each bidder shall make a statement, as specific as possible, as to his proposed handling of each of the areas set forth in II above.

III. Information about bidders

A. Lists of clients with dates of completion (or expected completion) of contracts; information as to the size of the contract (in monetary or other terms).

B. History of the company.

C. Information concerning the top personnel in the firm (the names, and educational and experience background of each).

D. Information concerning employees to be assigned to this survey.

1. Who are they and what are their backgrounds?
2. How long have they been employed by the bidder?
3. What types of employees will be brought in for specialized phases of the survey? Where and how recruited?
4. Nature of proposed supervision of the survey work.
5. Any other information concerning the bidder's organization and methods of operation which would be pertinent to or helpful in evaluating the proposals, or its officers.

E. In what other business enterprises is the bidding firm or its officers financially interested?—such as manufacture, leasing or sale of filing, microfilm or other records equipment, operation of commercial records centers, microfilm services, installation or sale of filing systems, making of office management surveys, offering research services or any other types of commercial enterprise related to records making or keeping?

IV. The Bid

A. Cost of survey (spelled out as to what bidder is including)

1. The bidders are notified that costs of administrative operations incidental to the survey by the Secretary of State and the Advisory Committee, and salaries of liaison officer or officers while on leave from regular State jobs are to be paid from survey funds.
2. The proposal must state the number of employees and their job classification and the rate charged for each classification. The

proposal must state the time the contract is expected to be completed and must set forth a total bid price.

3. The contractor will be paid monthly in accordance with the work done under the contract for that month. All vouchers for such monthly payment should be itemized for each job classification indicating the number of employees, the time worked during the period payment is requested and the rate charged for each job classification. Payment shall be made by the Secretary of State in such amount as, in his best judgment, reflects the percentage of work done to the total amount to be done under the contract.

B. The bidder will state how soon after the contract is signed he will engage in operations under the contract.

C. Work must be completed and report made to the Advisory Committee not later than April 1, 1957.

D. Sealed Bids shall be filed with the Secretary of State by 12 noon, C. S. T., Monday, October 3, 1955.

Archives of the Allied High Commission for Germany and Connected Tripartite Agencies

---

THE Department of State has recently published as number 3036 in its series of *Treaties and Other International Acts* the text of an agreement between the United States, Great Britain, and France governing the storage of, access to, and release of information from the records of the Allied High Commission for Germany and certain related agencies. The agreement was signed at Bonn on June 30, 1954, and took effect immediately.

The problems involved in the preservation and use of records jointly created by several powers have been frequently discussed by archivists and scholars, as well as by officials of international organizations. The arrangements made with respect to the records of the Allied High Commission for Germany and related agencies appear, therefore, to merit publication in the *American Archivist.* The text of the agreement proper and the annex thereto are reproduced below.

The Governments of the United States of America, the United Kingdom of Great Britain and Northern Ireland, and the French Republic, desiring to provide for the storage of, access to, and release of information from the tripartite archives of the Allied High Commission and connected agencies, have agreed as follows.

Article 1

The tripartite archives of the Allied High Commission and connected agencies shall be disposed of in accordance with the arrangements made by the Governments of the United Kingdom, France, and the United States and set forth in the annex to the present Agreement.

Article 2

The archives shall be kept intact in a place chosen by the Government having custody of them, which Government shall bear the cost of their maintenance and security.

Article 3

Free access to the archives shall be afforded at any time to official representatives of the Contracting Governments.

Article 4

Requests from any of the Contracting Governments for information from the archives, or for original documents or copies thereof, shall be fulfilled. Costs of reproduction and postal charges shall be paid by the Government making the request. Any original document thus released shall be returned when no longer needed.

Article 5

The Government having custody of the archives shall designate the agency responsible for authorizing access to the archives and the issue of information, original documents, and copies therefrom.

Article 6

Except as provided in the present Agreement, no Contracting Government shall, without the consent of the other two, publish any document from the archives or release any information therefrom, unless the document or information concerned is unclassified. If a Government intends to publish, or to release information from, an unclassified document it shall inform the other two Governments of such intention.

Article 7

The present Agreement shall enter into force on the date of its signature and shall continue in force until terminated by agreement between the Contracting Governments.

The present Agreement shall be reviewed at the end of ten years from the date of its entry into force, or earlier at the request of two of the Contracting Governments.

ANNEX

1. Allied High Commission Archives

The tripartite archives of the Allied High Commission shall be left intact and stored in France in the custody of the French Government. All original documents shall be retained in the Allied General Secretariat's tripartite archives until the Allied High Commission ceases to exist, at which time they shall pass into the custody of the French Government. Photostatic copies of these originals shall be made forthwith and given to the competent authorities of the UK and US Governments.

2. Military Security Board Archives

The tripartite archives of the Military Security Board shall be left intact and stored in France in the custody of the French Government. The competent authorities of the UK and US Governments shall be provided with microfilm copies of such valuable data as they require.

3. COMBINED COAL CONTROL GROUP ARCHIVES

The tripartite archives of the Combined Coal Control Group fall into two categories: i) those concerning Allied High Commission Law No. 27; and ii) all others.

The archives in the first category shall be transferred to the Combined Coal Control Group's successor agency if it is established. Such successor agency shall keep them separate from its new archives and shall transfer them, as soon as they are no longer needed, to the custody of the French Government. Should there be no successor agency to the Combined Coal Control Group, the archives in this category shall be transferred directly to the custody of the French Government.

The archives in the second category shall be left intact and deposited, together with those of the North German Coal Control Group and those of the Bipartite Coal Control Group, in the United Kingdom in the custody of the United Kingdom Government.

4. COMBINED STEEL GROUP ARCHIVES

The tripartite archives of the Combined Steel Group shall be transferred to the Combined Steel Group's successor agency if it is established. Such successor agency shall keep them separate from its new archives and shall transfer them, as soon as they are no longer needed, to the custody of the French Government.

Should there be no successor agency to the Combined Steel Group, the archives shall be transferred directly to the custody of the French Government.

5. CIVIL AVIATION BOARD ARCHIVES

As soon as the Civil Aviation Board no longer needs its tripartite archives, they shall be stored intact in France in the custody of the French Government.

6. TRIPARTITE I. G. FARBEN CONTROL GROUP ARCHIVES

Those tripartite archives of the Tripartite I. G. Farben Control Group retained by the French representative in the Group shall be deposited with the agency responsible for the maintenance of the Allied High Commission tripartite archives in France.

Those tripartite archives of the Tripartite I. G. Farben Control Group retained by the US and UK representatives shall be left to the disposition of the US and UK Governments respectively.

It is agreed that no further tripartite instruction is necessary regarding the Tripartite I. G. Farben Control Group's tripartite archives on the understanding that the seized records of I. G. Farben and affiliated enterprises (contracts and agreements, general correspondence files, accounting records, books, etc.) are being disposed of by the Tripartite I. G. Farben Control Group in accordance with instructions given by each High Commission to each national element of the Group.

7. Combined Travel Board Archives

It is agreed that no further tripartite instruction is necessary regarding the Combined Travel Board's tripartite archives on the understanding that:

a) the microfilming of the Combined Travel Board policy files shall be completed and the competent authorities of the UK and French Governments shall each receive a set of the microfilms;

b) the original Combined Travel Board policy and security files shall be kept accessible for use by the competent authorities of the three Governments as at present until the closing of the Mehlem tripartite office of the Combined Travel Board (as distinguished from the Allied Travel Liaison Office in Bonn); on the closing of this office, the policy files shall be stored in the United States in the custody of the United States Government, and the security files shall be stored under the supervision of the US Supervisory Consul General in Germany, presently situated at Mehlem, and shall come under the terms of the present Agreement;

c) the French element agrees to use its former interzonal travel staff at Baden-Baden to screen the unclassified entry-exit case files for original documents which appear likely to be of value to the owners (such as birth certificates, old passports, et cetera), which documents shall be transmitted to the Federal Government for return to the owners, and all other contents of these files shall be destroyed;

d) the general correspondence files shall be kept accessible for use by the competent authorities of the three Governments until the closing of the Mehlem tripartite office, at which time they shall be destroyed; and

e) upon their liquidation, Permit Offices shall extract from their files information of value for integration with the headquarters files and destroy the rest.

8. Joint Export-Import Agency Archives

It is agreed that the tripartite archives of the Joint Export-Import Agency shall be stored in France under the supervision of the French Government in accordance with the agreement concluded between the Allied High Commission and the French Government on 22 August 1953. It is understood that the screening party presently at work is disposing of some of the archives in accordance with unilateral instructions from the three Governments.

9. General

It is agreed that the Governments not having custody of particular groups of archives shall receive a comprehensive index to each such group of archives. These indices shall be prepared by the agencies concerned before the archives are transferred to the custodial Governments; if possible, these indices shall be recorded on microfilm.

It is agreed that French agencies shall undertake the removal of the archives to France for storage in the Metz area in so far as the expenses involved can be met from occupation costs, which are also intended to cover end items such as off-loading. It is also agreed that these expenses shall be shared by one-third payments from the DM occupation costs funds available to the three Governments. To facilitate this, the French authorities undertake to keep the US and UK authorities currently informed concerning expenditures. All three Governments reserve, for the time being, their positions concerning any expenditures which cannot be met from occupation costs funds. These provisions concerning costs do not apply to the disposal of the Joint Export-Import Agency archives inasmuch as the costs of the latter are provided for in the agreement of 22 August 1953 concluded between the Allied High Commission and the French Government.

It is agreed that the National Secretaries shall be charged with the supervision of the implementation of these measures to dispose of tripartite archives, which shall be begun without delay and concluded as soon as is practicable taking into consideration the essential needs of the agencies concerned. The National Secretaries shall submit progress reports to the AHC Working Party on Political Affairs and the General Committee. Estimates of the costs involved should be included in the first report. The availability of funds and the extent to which occupation costs funds, if not actually paid out before the entry into force of the Bonn Conventions, can be committed before that date must be coordinated with the appropriate budgetary authorities and with the Occupation Requirements and Charges Subcommittee.

Recent State Archival Legislation

By MARY GIVENS BRYAN [1]

Georgia Department of Archives and History

DURING the summer of 1955, as chairman of the State Archives Committee of the Society of American Archivists, I made a comparative study of State laws governing archives. Information concerning recent laws, budgets of departments having archival programs, and other pertinent matters was compiled in a handbook, of which 125 copies were distributed at the annual meeting of the Society at Nashville. Since copies of the handbook were not available to the entire membership of the Society, the highlights of the survey are here offered to readers of the *American Archivist.*

The survey revealed that 17 of the 48 States had passed laws in 1955 affecting their archival programs. The most significant legislation is here listed alphabetically by State:

ARIZONA. The legislature appropriated $20,000 to enable the Department of Library and Archives to microfilm the large accumulation of noncurrent official State, county, and municipal records.

CALIFORNIA. The legislature appropriated to the secretary of state $43,000 to be expended during the fiscal year 1955-56 for microfilming certain records. A senate bill that provided $18,073 to be expended for laminating equipment was defeated. For the past several years archivists in California have been seeking an appropriation for laminating equipment; they will ask for it again at the next session of the legislature.

CONNECTICUT. An act set up a State records management committee, to consist of the commissioner of finance and control, as chairman ex officio, the attorney general, and the State librarian. The committee is responsible for carrying out a records management program for all State agencies within the executive department.

ILLINOIS. Real news from Illinois was the passage of a bill appropriating $200,000 to the secretary of state to "employ a specialist . . . in the field of records management to conduct a survey of records of the State of Illinois," to suggest "efficient and economical methods of creating, managing, keeping and disposal of such records."

INDIANA. An act created in each county a public records commission to authorize destruction of certain county records. The county public records commission is to consist of the judge of the circuit court, the president of the board of county commissioners, the county auditor, the clerk of the circuit court, the county superintendent of schools, and the city controller of the county-seat city. If there is no city controller, the clerk-treasurer of the county-seat city or town shall be a member of the commission.

---

[1] The author is Director of the Georgia Department of Archives and History and chairman of the State Archives Committee of the Society of American Archivists.

KANSAS. An act authorized destruction of certain public records and listed all those authorized for destruction. It has been the custom in Kansas to list in its statute books the records destroyed; thus there will never be any doubt as to what records Kansas has authorized for destruction.

MASSACHUSETTS. An act authorized the secretary of the Commonwealth to conduct a survey for the purpose of recommending a uniform record management program for the State and its counties, cities, towns, and districts. The act prescribes no specific amount for the survey but states that the secretary may expend such appropriation as may be provided by the General Court.

MINNESOTA. An act provided for transferring certain powers from the Minnesota Historical Society to the Minnesota State Archives Commission and made the commission responsible for all public records in the State. The historical society retains its responsibility for papers and documents other than official public records. This act will certainly strengthen both the work of the Minnesota Historical Society and that of the Minnesota State Archives Commission.

NEW HAMPSHIRE. An act allocated $4,000 to the State Library for an archives study.

NEW YORK. A judiciary act authorized the State Supreme Court in each judicial department to direct court officials to destroy, sell, or otherwise dispose of certain records.

NORTH CAROLINA. An act expanded the activities of the North Carolina Department of Archives and History and gave to the department the administration of historic sites.

OREGON. An act provided a revolving fund for microfilming services to be rendered by the State Archivist to State agencies. For establishing the microfilm service revolving fund, $13,400 was appropriated. This legislation enables the Archivist to serve the State and cities, counties, districts, and other political subdivisions of Oregon. The cost of service is to be reimbursed to the fund.

SOUTH DAKOTA. An act made it the duty of county officers, the official custodians of county records, to permit them, on demand of the society (Department of History), to be taken to the capitol at Pierre for microfilming. Current records are excluded from the program, and the society does not demand any records less than 10 years old.

TENNESSEE. The legislature authorized and directed the Legislative Council Committee to study the whole problem of disposal of State records with a view to recommending suitable legislation to the 1957 session. The committee is now making a study of the problem and has held several meetings.

UTAH. An act transferred the Governor's mansion to the Utah Historical Society for its administrative offices and library and as a depository for the State archives and appropriated $20,000 for upkeep of the building during the biennium 1955-57. The legislature has recognized the Archives as a division of the State historical society by granting it a separate budget for the next biennium — $17,000. A State Archivist was appointed, effective July 1, 1954.

WASHINGTON. An act transferred the State Archives from the Department of Public Institutions to a new Department of General Administration.

WYOMING. An act created a centralized microfilm department, which is required to deposit with the State Archivist microcopies of all materials filmed. The film used is to be of the quality prescribed by the National Bureau of Standards. This act was passed as an economy measure.

In six States, important laws were passed in 1953 and 1954, and these should be noted:

LOUISIANA. In lieu of a State department of archives in Louisiana, the Department of Archives of Louisiana State University at Baton Rouge is the official custodian of certain public records and performs some of the functions and duties of a State department of archives. Because of lack of space and other deterrents, however, Louisiana State University has not acquired any significant group of public archives since 1938. It was therefore real news in Louisiana when an act was approved in 1954 authorizing the secretary of state to conduct a survey of State, parish, municipal, colonial, territorial, and Federal records with a view to ascertaining their condition, location, and availability. The act further provided $20,000 for the survey. The survey was initiated on January 2, 1955; and in September field work on the State part of the survey had been substantially completed and field work on the parish (county) aspects was more than 50 percent complete. As of November 1, collation of the material began, and a report covering all aspects of the study will be ready, in typed form at least, on or before the May 1956 meeting of the legislature.

MONTANA. An act approved March 4, 1953, authorized the disposition of certain obsolete State records, created a committee to select records for retention or disposal, and further provided for the establishment of a microfilm division and appropriated to the Director of the Historical Society of Montana $20,000 for the microfilm program for the fiscal year 1953-54. The Director of the Historical Society of Montana (referred to in the act as the Librarian) is a member of the State Records Committee, responsible for the destruction of State records deemed no longer in need of preservation. The Director is also made responsible for the microfilm program. The Montana Historical Society is a historical society with a research library, and not in any sense of the word an archival establishment. Montana has departmental archives but no true archival agency.

NEW JERSEY. On September 18, 1953, a public records act went into effect. The State Records Committee consists of the State treasurer, the attorney general, the auditor, the director of the Division of Local Government, and the head of the Bureau of Archives and History or their designated representatives. This act empowered the records committee: (1) to adopt regulations for authorizing the disposal or destruction of public records, (2) to approve schedules governing the systematic retention and disposal of public records, (3) to approve procedure for the microfilming of public records, and (4) to promulgate rules and regulations for the effective administration of the provisions of the act.

OHIO. In 1954 the name of the society was changed from the Ohio State Archaeological and Historical Society to the Ohio Historical Society. It is of further interest to note that in 1955 a senate bill creating a commission to study archival and library problems including the needs of the society and the State Library, and providing for a State library and archives building, was *withdrawn.* The archival study and the new building are now dependent on the approval of a 150-million-dollar bond issue to be submitted to the electorate in November.

SOUTH CAROLINA. In 1954 all the archives laws of South Carolina were consolidated into one act, and the name of the Historical Commission of South Carolina was changed to the South Carolina Archives Department. The department is one of the most progressive in the United States.

VERMONT. A bill to appropriate $690,000 for building an addition to the State Library and Supreme Court Building was defeated in the house on April 22, 1955. This defeat is discouraging, since in 1953 a similar bill for an addition was passed unanimously by the house and was defeated in the senate by only one vote. In the present building, space is so inadequate that records must be piled in stacks in the hallways; thus the work of the Public Records Commission grows more difficult each year.

Interesting facts concerning the archival program in nine other States were gleaned from the survey:

COLORADO. Basement space in the State Office Building is to be made available late in 1955 for an intermediate records center, which will relieve crowded areas in the State Museum Building.

GEORGIA. The Department of Archives and History expended $12,500 during 1955 for a large Barrow Laminator to restore oversize documents, newspapers, and maps. The department now has two Barrow Laminators.

KENTUCKY. Efforts are now being directed towards getting a new archives building.

MARYLAND. In the new State office building at Annapolis 6,000 square feet of storage space will be used altogether as a records center, housing only records of temporary value.

NORTH DAKOTA. The State Historical Society is considering submitting, for study by the 1957 Legislative Research Committee, a proposal for the appointment of a State Archivist.

PENNSYLVANIA. There are good chances to obtain during the present administration greatly improved quarters for the Division of Public Records and to strengthen the records management program.

RHODE ISLAND. The records management program for Rhode Island is in charge of the Methods and Services Division of the Department of Administration. Records in Rhode Island's records center are of fairly recent date and are still consulted by the departments in which they originated.

TEXAS. The State's General Land Office has instituted an ambitious program to microfilm all its files, including correspondence. After being filmed, the original correspondence will be turned over to the State Archives. The Texas General Land Office is unique among the 48 States, for only Texas retained control of its public lands. The land office has maintained its own files since it opened for business in 1838.

WISCONSIN. Authorities are giving serious consideration to the establishment of a records administration program, with some difference of opinion as to whether a general services agency or an archival agency should handle the program.

Certain confusions existing in the past were straightened out during this 1955 comparative study of State archival legislation:

In NEVADA the true archival agency is the Nevada State Historical Society at Reno. A law approved March 5, 1943, made the Nevada State Historical Society the agency for handling the disposition of noncurrent public records.

The NEW HAMPSHIRE Historical Society has sometimes been considered as the State's archival agency; this society, however, is a private society and has only *provincial* archives, deposited there by the secretary of state for safekeeping. There is no true archival agency in New Hampshire. The secretary of state and the State librarian have dual responsibility for New Hampshire archives, most of which still remain in the offices of the creating agencies.

In NEW YORK the Division of Archives and History of the State Education Department at Albany maintains local records, but the true archival agency for the State is the New York State Library, State Education Department. This library maintains in its manuscripts and history section the largest collection of State archives outside of the department of origin.

The Indian Archives Division of the OKLAHOMA Historical Society has sometimes been thought of as a State archival agency. The Indian archives, however, are under Federal jurisdiction. The Oklahoma State Library at Oklahoma City is the custodian of the State archives.

The survey shows that there are no true archival agencies in five States: Maine, Missouri, Montana, New Hampshire, and New Mexico.

Although the survey definitely indicates that most of the States are making remarkable progress in the archival field, many of the budgets look rather depressing. Space does not permit the inclusion of budgets in this article. Any reader interested in further details, however, may borrow from the author, for 2 weeks, a copy of the handbook distributed at the Nashville meeting.

REPAIR, PRESERVATION, and PROTECTION OF DOCUMENTS

For the utmost in preservation and protection of valuable books, newspapers, records, and other documents, we suggest that they be laminated with Cellulose Acetate film. This film is transparent, thin, tough, and flexible and will not discolor, crack, or peel with age.

This firm is equipped to process documents by a method similar to that used by the National Archives and the Library of Congress. No adhesives of any kind are used and leaves up to size 20 x 24" can be processed.

A copy of our sample booklet and price schedule will be gladly sent upon request.

THE ARBEE COMPANY
95 Summit Avenue
SUMMIT, NEW JERSEY

Producing

BOOKS : CATALOGUES : PUBLICATIONS

and other types of printing for almost fifty years

Serving some customers for over twenty-five continuous years

THE TORCH PRESS
324 3d St., S.E.
CEDAR RAPIDS, IOWA

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

Cornell University Collection of Regional History and University Archives. *Report of the Curator and Archivist*, 1950-1954, by Edith M. Fox. (Ithaca, Cornell University, 1955 [?]. Pp. 77.)

That Margaret O'Connor, an escaped convict from Sing-Sing, "stout, healthy and uncommonly good-looking" is wanted by the authorities, may sound like an announcement on this morning's TV program; but the escape occurred in 1849, and the broadside which offered all of $50 as a reward now serves as frontispiece to the always stimulating quadriennial report of the rapidly growing Regional History collection at Cornell. This report follows the practice, already established, of limiting the administrative reports to a mere foreword and devoting the rest of the space to a calendar of accessions. The administrative union between the archives and the collection on regional history seems to be working to the benefit of both; it cannot, unfortunately, be applied in many cases, in regions where local history is seldom a department of a university.

A study of the accessions suggests that an amazing amount of interest and cooperation has been secured, both from local industries and from university departments, all of which seem to have deposited their archives without demur — presumably an evidence of their trust in the archivist. A carping critic might object to the rather fragmentary descriptions of some groups of material, or suggest that some holdings, such as files of school catalogs or church reports, seem so incomplete as to be scarcely worth listing. It is this reviewer's conviction, however, that such listings serve a double purpose: of informing the scholar of the whereabouts of material which he sometimes understands better than does the cataloger and of attracting the benefactions of holders of more complete files of the desired publications.

It is interesting to note that the prospective Union List of Manuscripts has already inspired changes in the cataloging techniques of the two collections. Concerning this list we can all enthusiastically echo the witticism of Curator Edith M. Fox, in her foreword: "Its appearance should result in broad cooperation among collectors, if only because collectors will know what to cooperate about."

ELIZABETH CLARKE KIEFFER

Franklin and Marshall College

Guide to the Manuscript Collection in the Toronto Public Libraries, compiled by Donalda Putnam and Edith Firth. (Toronto, Canada, Toronto Public Libraries, 1954. Pp. iv, 116.)

A *Preliminary Guide to the Manuscript Collection in the Toronto Public Libraries* was issued in 1940. Since that time, however, many significant groups of papers have been added to the important collections relating to the history and administration of Upper Canada. The publication of a new guide including these recent accessions was needed to give an adequate idea of the present holdings. The new *Guide* fills this need admirably, and gives an up-to-the-minute description of the collection.

Among the collections not noted in the *Preliminary Guide* but found in the new enlarged edition are the Peter Russell papers, which contain materials of Revolutionary War interest as well as those relating to Upper Canada. The Canadian materials in these papers are of particular importance; they deal with public accounts, land grants, and Indian disturbances in Upper Canada for the period from 1792 to 1808, when Russell was receiver-general and later administrator of the province. Other collections recently added and worthy of special mention are Sir George Prevost's papers, covering the War of 1812, when he was governor-in-chief of the British colonies in North America; and the Alexander Matheson papers from the E. W. Banting collection, which deal mainly with Hudson's Bay Company affairs.

Some of the recent accessions fall into certain subject groupings. Canadian land survey materials in the Charles Rankin papers and the Josiah Gershom Sing papers from the E. W. Banting collection deal chiefly with land surveys carried out in Upper Canada and the Northwest Territories.

Source material for the history of Canadian railways is represented in the John Harvie papers, consisting of correspondence and business items relating to the operation of the Northern Railway; and the Roderick McLennan papers, relating to McLennan's work with the Intercolonial and the Canadian Pacific railways.

Scientific materials are included in the papers of the naturalist John Goldie and the geologist Henry Youle Hind. Goldie studied and collected plants in Canada and the United States from 1817 to 1819, and his papers include a diary and notebook reflecting this interest. An interesting item in Hind's papers is the manuscript diary of his observations as geologist of the Red River expedition of 1857; much of this material was incorporated with some changes in his *Narrative of the Canadian Red River Exploring Expedition of 1857* (London, 1860), 1:1-81.

Several collections of business papers dealing principally with the building trades and real-estate development in Toronto are included, as are other materials dealing with the history and the civic and commercial growth of the city.

The entries in the *Guide* are alphabetically arranged. Some of the larger collections contain groups of letters and documents belonging to other persons. These may be found by checking the index. The present *Guide* follows the style of the *Preliminary Guide*, with entries in the earlier work reprinted and descriptions of new acquisitions included in the alphabetical arrangement. Sufficient biographical data and information about the manuscript items and collections is given to form an excellent idea of the holdings. An index of personal names and corporate bodies is included at the end of the *Guide*, as are the regulations governing the use of the manuscript collection. Students of Canadian history will welcome this publication as an invaluable aid.

WILLIAM S. EWING

William L. Clements Library

Guide to the Manuscripts of the Kentucky Historical Society, compiled by G. Glenn Clift. (Frankfort, Kentucky Historical Society, 1955. Pp. 185.)

The author of this *Guide* explains:

> The manuscript collection now owned by the Society, together with those items left on deposit, is not extensive and is characterized by very small groups containing five and fewer items. To make the holdings as serviceable as possible, however, it was deemed necessary to compile a descriptive and well indexed Guide. Again to gain as much as possible from the collection, single letters as well as circulars and broadsides presenting historical sidelights were listed. Photostatic copies of letters, documents, etc., were included in instances where the originals were not readily accessible. Microfilm holdings were excluded.

The most important single collection, Kentucky Governors' executive office records, was purposely omitted. This collection, comprising 1,200 boxes and 550 bound volumes, has been described in an earlier guide.

In view of the size and nature of the collection, the author's policy was sound. He was able to include a full description of all the holdings in a compact volume. Since this collection contains some material unrelated to Kentucky, the index should prove useful to scholars whose interest is wider than the State. The description of two of the collections or items, chosen at random from the 1,149 described, will serve to show the treatment:

> 11. ALEXANDER, J. R. FAMILY PAPERS. 6 ALS. 21 p.
>
> Letters to him from his sons R. A. and William Alexander, 1866-1868, from Austin, Texas. These letters concern emigration to Texas of "discontented and broken up Secessionists," Texas statehood, courts, a new Union newspaper at Austin, conditions in Mexico, 1868, and law enforcement in Texas. Cotton production in 1868 is mentioned.
>
> 853. SHIELL, HUGH. 10 items.
>
> Account sheets (in account with Maurice Nagle, 1785, with Barclay, Moylan, etc., 1781-82, at Northern Liberty Auction Store, 1782-83); invoice of goods shipped on *St. Helena*, May 24, 1782; sales of rum, 1783; insurance policy, trans-oceanic shipping, Feb. 6, 1782; itemized statement, 7 p., "cost of outfitting ship *Commerce*, Thomas Thruston (?) Master, June-Oct., 1782," at Philadelphia.

The completeness of the index may be gathered from the fact that the latter item is covered by eight entries, including "Rum, sales (1783)." Incidentally, bourbon is not indexed. Slaves and slavery account for 39 entries. Altogether, the compiler has provided a most useful tool, which will save the time of many scholars and should make the collection covered more extensively serviceable than it has been.

JAMES J. TALMAN

University of Western Ontario

Latin American Archivology, 1953-1954, by Roscoe R. Hill. (Reprinted from *The Americas,* 12:51-75, July 1955.)

Few of us could hope to keep currently informed concerning the archives of the 20 Latin American republics without the periodic reports from Roscoe R. Hill. A half-century of work in Latin American archives makes him admirably qualified for the task. The present report is a followup on that which appeared in the *Hispanic American Historical Review,* 34:256-279 (1954), covering the period 1951 to 1953. To understand more fully what has recently occurred in each archive it is best to consider both reports in relation to that archive. As examples, (1) little information is given on Argentina in the 1955 report, while the 1954 report is more informative, and (2) only a few lines are devoted to Brazil in the 1954 report, while the 1955 report carries information on work in progress, recent publications, and other items of importance.

The archive of each nation is discussed in its alphabetical order in Section 1. Section 2 is devoted to "Other Archives," including the Arquivo do Estado De São Paulo, the Dirreción General de Correos of Mexico, and Latin American material in the National Archives of the United States. Section 3 is devoted to "Documentary Publications." Various organizations and individuals publish volumes of records that are contributions to archivology; this is a list of recent items of importance. Section 4, "Other Publications," contains additional titles that will be of interest to the student of Latin American archivology.

This and the earlier report will be welcomed by all who are interested in research in Latin American archives, as well as by archivists. Attention should also be called to the information on Latin American archives that Dr. Hill contributes to the volumes of the *Handbook of Latin American Studies.*

S. Lyman Tyler

Brigham Young University

Australia. *Third Annual Report of the Commonwealth Archives Committee.* (Canberra, February 1955. Pp. 9, app. Processed.)

This report includes the fiscal year 1954 in its statistical coverage and the period July 1, 1953, to December 31, 1954, in its description of the archival program. The Archives Committee, with C. E. W. Bean as chairman, is composed of representatives of the chief government departments, of the Prime Minister's office, and of Canberra University College. Its function is to supervise and recommend improvements in the archival system. The Archival Authority, which has physical custody of the archives, is the Commonwealth National Library.

In the period covered, the committee concerned itself with (1) a definition of the relative responsibilities of departments and the Archival Authority in regard to the control of public records, (2) preparation of a recommendation to the Prime Minister that bona fide research workers be granted access to records down to 1929, and (3) a recommendation to the Prime Minister that the question of control of the permanent archives system be studied.

The Archival Authority — that is, the Archives Division of the National Library — worked on accessioning, disposal, reference, and the equipping of repositories in the new National Library building in Canberra as well as those in Melbourne, Adelaide, Perth, Sydney, and Brisbane. Good progress is reported in the cooperation between the Archives Division and the departments in setting up disposal schedules. In regard to current records, the Commonwealth Archives Committee

> believes that records and archives management cannot be dissociated and that now more than ever, the quality of the archives of the future depend on the records management and disposal activities of the department. The archivist, because his work depends primarily on an analysis of the nature and content of departmental records and because his activities cover all departments, is in a specially good position to contribute to a general theory of records management on which practical experiments can be based.

In the opinion of the committee "the most notable single event of the period" was the visit of T. R. Schellenberg of the National Archives in Washington. As a Fulbright lecturer in archives and records management from February 20 to September 3, 1954, Dr. Schellenberg combined an extensive program of lectures and seminars with a tour of Australian archives. The success of this visit has caused the committee to record its support of a greater international exchange of views among archivists.

The appendixes include statistics in narrative and graphic form and further details on some of the activities described in the body of the report.

Francis J. Heppner

National Archives

British Manuscripts Project: a Checklist of the Microfilms Prepared in England and Wales for the American Council of Learned Societies, 1941-1945, compiled by Lester K. Born. (Washington, Library of Congress, 1955. Pp. xvii, 179. $2.)

This checklist describes nearly 5,000,000 pages of manuscripts and a small quantity of rare printed materials, which were microfilmed on 2,652 rolls during 1941-45 for the American Council of Learned Societies, with the cooperation of numerous American scholars and the depositories in England and Wales. Financed by the Rockefeller Foundation, the actual microfilming was done by University Microfilms, Inc. The purpose of the British Manuscripts Project was to preserve valuable historical, scientific, and literary materials from the hazards of war and to furnish American scholars with important research materials.

Printed largely in three-column format, this photoduplicated checklist contains a number of parts. An introduction gives information regarding the inception and management of the project and the preparation of the checklist. A memorandum prepared by Waldo G. Leland in 1940 for the use of a conference of interested experts called together to consult on the project is printed as an annex to the introduction. The checklist itself is arranged alphabetically by name of depository and thereunder alphabetically by collection. The depositories drawn upon include the British Museum, the Public Record Office, Cambridge and Oxford University libraries, the National Library of Wales, and the libraries of a number of noble families of England whose ancestors occupied important official positions or were collectors of manuscripts. A sample of illuminated manuscripts on color film appears at the end. The index is limited to personal and geographic names appearing in the manuscript collections.

This checklist makes available information which has been accessible only in the manuscript catalogs at the General Library of the University of Michigan and the Library of Congress. The checklist is somewhat less complete than the catalogs themselves, one of which is a dictionary catalog. For the individual items are given the depository designation, a brief description, and the roll number. Serial numbers were added by the compiler for use in the index. The material is varied, and some entries are in Latin, Arabic, Persian, or Welsh. Persons using this checklist must have much knowledge to begin with, or else do their work in reference libraries; for neither persons nor the functions of offices are identified.

The material of chief interest for American history is that reproduced from the records of the Colonial Office, in the Public Record Office — papers relating to the English colonies in America during the 17th and 18th centuries, claims of American loyalists for the Revolutionary War, and papers of Sir Jeffery Amherst, the British commander-in-chief in North America during 1758-63. Prints of the microfilm described can be obtained from the Library of Congress. This is a useful guide to one of the largest collections of microfilm ever assembled.

Henry P. Beers

National Archives

Handlist of Scottish and Welsh Record Publications. The Scottish Section, by Peter Gouldesbrough and A. P. Kup; *The Welsh Section*, by Idwal Lewis. [*Publications Pamphlet* No. 4.] (London, British Records Association, 1954. Pp. 34.)

The 1951 *Handlist of Record Publications*, published by the British Records Association, omitted Scottish and Welsh items. In the new *Handlist* this omission has now been made good. Essentially the *Handlist* guides us to printings of documents, chiefly official, from Scottish and Welsh institutions, the state and judiciary, and the church, and somewhat fewer from education, trade, and private life.

Under each of 47 large classifications for Scotland, the publication lists the type of record, the dates covered, and a reference if a full or partial modern printing or a printed translation has been made. For example, under Military Papers (no. 40), 26 items are noted, from the muster rolls from the Scottish campaign of Edward I in 1298 A. D., to a list of French prisoners at Dumfries in 1810; most of these are of the sixteenth, seventeenth, and eighteenth centuries. Appropriately to the type of record, the arrangement varies slightly; for instance, Sheriff courts (no. 13) is arranged geographically from Aberdeen to Renfrew and thereunder chronologically.

The Welsh record publications are listed on only one page, in five classifications. This reflects the recency of interest in local history among this people.

These BRA *Handlists* mine the scholarly society series and many learned monographs for pertinent nuggets of the historical record. For all beginning investigators in retrospective civilizations they give ready access to the key documents, saving false starts and loss of time in searches. For the archivist, however, and in particular for the American archivist, these are all secondary sources, useful but rightly suspect as records and of limited and remote interest. As suggestions for archival methodology, though, these *Handlists* offer a good deal. The classifications used are socially basic and flexibly suggestive. The citations are brief enough to give significant economy, similar to those of continental reference books, rather than to our American page-wasting styles. The index, which refers only to types of records, merely supplements the classification and does not analyze the material personally or geographically. These British have methods indeed worthy of our study.

JOHN H. MORIARTY

Purdue University

Die Schriftlichen Nachlässe in den zentralen deutschen und preussischen Archiven, by Wolfgang Mommsen. (Koblenz, Bundesarchiv, 1955. Pp. xxxiv, 139. Processed. 7.50 DM.)

This is the first in a projected series of publications of the Bundesarchiv of the German Federal Republic, the object of which is to make better known the German national archival collections that have survived the war and the occupation and that remain available to the scholar and research student. The publications are not intended to be complete and definitive works but will serve somewhat the same purpose as the preliminary inventories of the National Archives.

Dr. Mommsen has endeavored to compile what is in effect an index of the several hundred collections of personal papers that were known to be in the various German and Prussian central archival establishments before the outbreak of the recent war and to trace changes of custody and account for losses that have subsequently occurred. As a result of wartime destruction and the postwar dispersal of German archives, existing guides to these collections have become quite useless, and the need for some compilation such as this has been keenly felt.

In part 1 of the work the editor has listed in alphabetical order the known *Nachlässe*, briefly identifying the personage concerned, indicating in what custody the papers were at various times, and, in so far as possible, showing their present location and condition. This information is still necessarily incomplete, as evidenced by the frequency with which such notations as "probably destroyed" or "location unknown" occur. Such gaps are not, however, attributable to the "Iron Curtain," for Dr. Mommsen acknowledges the friend-ly cooperation of the German Central Archives at Berlin and Merseburg, in the Soviet zone, which have contributed information concerning their holdings. The predominantly military character of the papers is evident from the names and titles listed; statesmen and diplomats rank next in number, followed by a few politicians and educators and a handful of businessmen, journalists, scientists, and lawyers. Rather oddly, papers of naval officers are almost entirely absent. It is interesting to note that most of the *Nachlässe* from the Heeresarchiv that were in the National Archives from 1947 to 1954 (papers of Seeckt, Gröner, Gneisenau, Scharnhorst, Moltke, and others) are now at last restored to the German Federal Republic, although not yet turned over to the Bundesarchiv. These, it seems, were the only material from the Heeresarchiv to escape destruction in 1945. The Stresemann and Holstein papers, which were incorporated in the political archives of the Foreign Office, are not included in the compilation; they are still apparently in British hands.

In section 2 and 3 Dr. Mommsen gives summary descriptions of the contents of the individual *Nachlässe* that have been acquired by the Bundesarchiv, at Koblenz and Frankfurt, since 1952. These include the voluminous correspondence of the writer and publicist Maximilian Harden and the surviving papers of General von Schleicher, most of whose files were seized by the Gestapo following his assassination in 1934 and have since disappeared. There are also small fragments of the papers of General von Fritsch and of the first Reichswehrminister, Gustav Noske. All these should prove of interest to the student of the Weimar Republic.

The care and thoroughness shown in the volume are a credit to its compiler. The only criticism that might be offered is that some indication of the physical volume of each *Nachlass* or major part thereof, if it was known or could be estimated, would further enhance its value.

Robert Krauskopf

National Archives

Belgium. Archives Générales du Royaume. *Inventaire des archives du Conseil d'État*, by M. R. Thielmans, R. Petit, and R. Boumans. (Bruxelles, Montagne de la Cour, 1954. Pp. xxxii, 157.)

Belgium. Archives Générales du Royaume. *Inventaire des archives des Tribunaux criminels du Départment de la Dyle et de la Cour d'assises du Brabant, 1794-1832*, by Lucienne van Meerbeeck. (Bruxelles, Montagne de la Cour, 1954. Pp. 5-40.)

These two inventories further enhance a series increasingly known for its clarity, logical organization, and practicality for research. Though disparate in length and scope, both embody qualities valuable to the researcher. Introductions present essential background information concisely, the authors explain their method, there are comments upon salient features or peculiarities of the documents, useful textual and footnote references indicate related research aids, and items are listed in a way equally convenient for chronological or topical use.

The first inventory describes documentation accumulated by the Conseil d'État between 1633 and 1794, the year of its final abolition. Thus only about half the total available archives are included, earlier inventories (cited in the introduction) having covered the period 1531-1632. The present work amplifies an earlier compilation of the post-1632 materials. Most of the 2,068 items date between 1633 and 1744. Thirty-two pages of introduction carefully summarize the council's history, indicate fluctuations in its functions and importance, trace the procedures of the council and its secretariat, and outline the history of its archives. This history is concise yet complete enough to become a valuable aid for users of the inventory. References are made to supplementary archives and inventories for the period 1702-16, when the Conseil d'État was temporarily replaced by other agencies. A wealth of historical materials is classified in 6 topical sections, each logically subdivided according to the varied functions of the council. The documents include 21 seventeenth- and eighteenth-century inventories made by the council's own secretariat. Particularly useful are a 39-page *table alphabétique* of personal and place names and a *table de concordance* linking the old and the present systems of numbering the documents.

Lucienne van Meerbeeck's inventory should for similar reasons be useful for consulting the more limited and specialized documentation it describes. Following an informative introduction, occasional footnotes run through the various sections of the inventory, calling attention to certain important matters otherwise hidden behind inscrutable alphabetical or chronological designations. One wishes this practice had been more extensive. Dates given in the French Revolutionary calendar are transposed to their more conventional form.

Although short of a fully analytical inventory, the type of work done under the above titles will, it is hoped, increasingly be applied to the less charted of European archives.

Howard C. Payne

State College of Washington

Belgium. Archives Generales du Royaume. *Inventaire des archives de la famille van der Noot*, by E. Lejour. (Brussells, Montagne de la Cour, 1954. Pp. 148.)

The old and aristocratic family of van der Noot has long been prominent in Brussels and in the surrounding area which is now the Belgium province of Brabant. Up to the end of the sixteenth century the oldest son of the family usually bore the given name of Wauthier. The first van der Noot represented in the collection is Wauthier III, whose chief claim to distinction appears to have been that he confirmed the family coat of arms. Beginning, however, with his grandson, Wauthier V, the first mayor of Brussels and later the Chancellor of Brabant, many of his descendants achieved distinguished careers, principally in the field of politics and government. Perhaps the most outstanding in that field was Jean-Joseph-Philippe van der Noot, leader of the aristocrats or van der Nootists party, during the Brabançon revolution that led to the short-lived États Belgique Unis late in the eighteenth century. The family also included many prominent clergymen, soldiers, and at least one writer of distinction, Jean-Baptiste van der Noot, the celebrated Flemish poet.

The van der Noot family archives were acquired by the Archives Generales du Royaume through a series of purchases between 1902 and 1913. Each group was dispersed immediately upon purchase to the various collections that it appeared to supplement or complete, and not until recently was it realized that the collections formed a unit. The group as reassembled amounts to 5 cartons of sealed records, 1 roll, and 87 portfolios. They cover the period from the thirteenth through the eighteenth centuries.

The inventory begins with a long introduction devoted principally to the genealogy of the van der Noot and allied families, beginning with Wauthier III, and to a description of the family properties, the manner in which they were acquired, and their successive owners. The introduction also includes a *tableau des alliances*, which indicates the relationships between the various allied families; and a list of properties, arranged first by family and second by locality. The inventory follows the plan customarily used by Belgian archivists in describing family archives in that the 363 entries are divided into 2 main categories — records pertaining to persons and records pertaining to properties. The *tableau des alliances* and the list of properties cited above provide keys to the arrangement of the entries within the two categories. Various papers among the records that appear to have little relationship to the collection are listed in an appendix. An index to proper names and a table of contents complete the inventory.

This volume is one of several inventories of family archives that have been published within the past few years by Belgian archival institutions, both national and local. The inventories are significant in that they point up one of the fundamental differences between American and European archival concepts. The National Archives of the United States does not accept family archives for deposit. In fact, under the provisions of its creating authority it is probably prohibited from doing so. Whether similar prohibitions exist in State and local archival legislation is not known. It is true, however, that with the exception of the Roosevelt and Truman libraries, which fall into a special category, no large collections of family archives exist in public archival institutions in the United States. Further, if the obvious care with which the inventories were prepared is an indication, European genealogists receive far greater consideration than we American archivists are willing or able to give our genealogists.

Louise W. Southwick

National Archives

News Notes

H. B. FANT, *Editor*[1]

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

Members of the Society often receive inquiries from archival establishments, government agencies, institutions, and business firms that wish to fill positions in archives and records administration. Such inquiries cannot be answered effectively unless there is available in one place information concerning individuals interested in job opportunities. The secretary of the Society therefore has been authorized to act as a clearing agent by bringing together information of value to employers and prospective job applicants.

Any member of the Society interested in employment opportunities should send to the secretary a detailed statement of his academic training and professional experience, indicating the type of position and salary range he would accept and the geographical area he prefers. Such statements will be kept confidential. When the Society receives inquiries from employing agencies, however, he will make appropriate information from these files available to them impartially. Both institutional and individual members of the Society are urged to make use of this placement service.

The following persons had joined the Society as of September 15 last:

Velma C. Howard, Records Controls, Inc.; William D. White, Federal Records Center (Kansas City); Eleanore A. Cammacil, DePauw University; Robert B. Barker, Naval Records Management Center (Clearfield, Utah); Lyman H. Butterfield, The Adams Papers; Joseph R. Leduc, University of Montreal; Alice Benn, Ford Archives; William E. Davis, Jr., California State Archives; and Donald T. Schiapelle, Vincent Boone, Lois C. Aldridge, James V. Hope, Bettie Thompson, Francis E. Knapper, Wilson R. Gaines, Margaret C. Wright, Frances J. Bowen, and Leona M. Davis, all of the Departmental Records Branch, Department of the Army. The Central African Archives, Salisbury, Southern Rhodesia, is now an institutional member.

Archivists planning to attend the Third International Congress of Archivists at Florence, Italy, September 25-29, 1956, may be interested in possible European tours outlined for the Society's International Relations Committee by Thos. R. Cook & Son and the American Express Co. It is understood that the proposed tour schedules provide ample opportunity to visit major archival repositories in Europe as well as to see other points of historical and scenic interest. Lester K. Born, 1955 committee chairman, 3701 Massachusetts Ave., N.W., Washington, D. C., can supply information on these tours.

---

[1] With this issue Mr. Fant, a long-time member of the Society of American Archivists, replaces Mary C. Lethbridge, who has resigned as editor of this section. The editor of the *American Archivist* takes this opportunity to express his appreciation to Mrs. Lethbridge for her excellent presentation of the news during her editorship and to welcome Mr. Fant to the editorial staff.

In years past, annual reports of officers and committees and minutes of council and other meetings of the Society have been published in a special section of the January issue of the *American Archivist*. Because the editor received only a few of the 1955 documents in time for this issue, those at hand are printed below.

Minutes of the Business Meeting

October 10, 1955

The Society's annual business meeting was called to order in the Ball Room of the Andrew Jackson Hotel at 9:00 p.m. by President Radoff with approximately 70 members in attendance. It was voted to dispense with the reading of the secretary's minutes of the 1954 annual meeting since they had been printed in the January 1955 issue of the *American Archivist* and to accept them as printed. The reports of the treasurer and of the Auditing Committee were read and accepted.

Robert Bahmer then presented the report of the nominating committee: for president, Ernst Posner; for vice president, Henry E. Edmunds; for secretary, Henry J. Browne; for treasurer, William D. Overman; and for council member, term ending in 1960, Wayne C. Grover. There being no nominations from the floor, the slate was unanimously accepted.

Christopher Crittenden presented the report of the resolutions committee. The secretary was directed to record the resolutions in the minutes and to send letters of thanks to the following for arranging such a successful meeting: Tennessee State Library and Archives, George Peabody College for Teachers, Tennessee Historical Society, Vanderbilt University, the Andrew Jackson Hotel, and the chairmen of the committees on arrangements and program. A resolution noted the Society's sorrow at the death of the following members and directed the secretary to write to the next of kin: the Rev. Charles A. Costello, Herbert A. Kellar, Maude Jones, and Harriet Smithers.

The proposed amendments to the constitution printed in the July issue of the *American Archivist* were read by Christopher Crittenden, who announced they had been approved by the Council and were therefore to be submitted to the vote of the membership. The changes which regularized the existing policy of acceptance of members merely on the basis of interest in the objectives of the Society, defined institutional membership, and eliminated the Council's voting on candidates were accepted unanimously and without discussion.

The secretary's report was voted to be accepted as briefed and to be transmitted for full publication to the editor of the journal.

The new president was then invited to take the chair. Dr. Posner expressed his gratification for the honor conferred and announced that the next annual meeting, in October 1956, would be held at Washington, D. C. The president also called attention to the proposed itineraries for European tours of archives to precede the Third International Congress of Archivist at Florence, in September of next year, and requested that all those interested should inform the secretary. The president gave public recognition to the honor bestowed on Elleine H. Stones by the Detroit Public Library for her distinguished service.

There being no further business the meeting was adjourned at 10:00 p.m.

HENRY J. BROWNE, *Secretary*

MINUTES OF THE COUNCIL

October 11, 1955

The Council was called to order at 9:05 a.m. on October 11, 1955, in room 940 of the Andrew Jackson Hotel, Nashville, by Ernst Posner, newly elected president. Also present were the vice-president, treasurer, secretary, and editor; and Council members Leon de Valinger, Jr., David Duniway, Wayne Grover, Dolores Renze, and Alice Smith.

The invitation received through Erwin C. Zepp from the Ohio Historical Society to convene in Columbus, Ohio, in 1957 was considered; and the Council voted unanimously to accept the invitation. It is expected that the American Association for State and Local History will meet about the same time in Columbus. Denver's invitation presented by Dolores Renze for 1958 was not acted upon.

The treasurer expressed his opinion that presenting an estimated budget for the coming year to the Council at its first meeting after the annual business meeting was unrealistic and impractical and that the estimated budget presented to the members in the journal should be eliminated or deferred until the year's program was outlined. It was ordered that the finance committee, consisting of the president, secretary, and treasurer, should prepare the program for the year and its accompanying budget and should present these to the Council within the next 3 months. A meeting of the Council will be scheduled during the annual meeting of the American Historical Association in December 1955.

The new nominating committee approved by the Council consists of retiring Council member Alice Smith, chairman, Oliver W. Holmes, and Lola Homsher.

The Council authorized the president to designate a delegate of the Society to the Third International Conference of Archivists to be held in Florence in September 1956.

The possibility of seeking foundation funds to foster the work of the Society was discussed, and it was decided to leave the matter to the president for further investigation. Past offers of gifts for the work of the Society caused the president to suggest working out some means of receiving donations, which might be put in a special fund. The Council endorsed this project in principle and authorized the president and the secretary to work out a resolution to this effect that would be mailed to Council members for their approval.

The meeting adjourned at 9:40 a.m.

HENRY J. BROWNE, *Secretary*

ANNUAL REPORT OF THE TREASURER, 1955

Receipts for the year ending June 30, 1955, were $6,287.70. Of this amount $2,991.05 was received from membership dues; $1,892.94 from subscribers; $249.14 from the sale of advertising space; $725.75 from the sale of back issues of the *American Archivist*; $363.28 net surplus from the 1954 annual meeting in Williamsburg, Virginia; and $65.54 from interest on bond and other sources.

Expenditures for the fiscal year were $4,508.29, of which $435.91 has been classified as administrative expense and $3,982.74 went for printing the *American Archivist*. Other items charged to editorial expense for reprints, postage, etc., amounted to $89.64.

The net gain to the Treasury as of June 30, 1955, was $1,779.41. The finance committee approved the opening of a savings account this past year, in which was placed an initial deposit of $2,000. This, together with the $1,000 E Bond and the balance in the checking account as of June 30, 1955, of $2,973.88, represents the present capital worth of our Society.

The favorable condition of the treasury comes principally from the sizable surplus from the annual meeting in Williamsburg, a further reduction in administrative expense, and a sharp increase in the sales of back issues, which rose from $264.24 a year ago to $725.75 this year.

The net gain in membership of the Society is approximately 30. This gain, with an increase of 50 new subscribers, required the printing of an extra 100 copies of the *American Archivist* each quarter. In order to maintain an adequate stock of back issues to take care of new subscribers, we now print over 1,000 copies of our journal each quarter.

WILLIAM D. OVERMAN, *Treasurer*

AUDITORS' CERTIFICATE

The Auditing Committee has carefully checked the accounts of the Treasurer, William D. Overman, for the past fiscal year. It has examined the bank deposit slips, the vouchers and checks, as well as the summary statements, and finds everything correct and in good order.

The committee wishes to comment on the excellent form and good order in which the Society's accounts are kept and to assure the membership that the present bookkeeping system is excellent both for the purpose of auditing and for service to the organization.

While it is not properly the function of the Auditing Committee, it seems permissible to call attention to the fact that the expense chargeable to the offices of both the secretary and treasurer is low because of the large amount of clerical work which has been performed by Dr. Overman and Mr. Edmunds without cost to the Society.

REX BEACH, *Acting Chairman*

NATIONAL ARCHIVES AND RECORDS SERVICE

Significant additions to the cartographic holdings of the National Archives include published record sets of aeronautical charts for civil aviation in the United States and its Territories and possessions, 1927-54, and of nautical charts of the shore lines and coastal areas of the United States, prepared by the Coast and Geodetic Survey. Basic maps prepared by the Federal Power Commission showing the power facilities of the nation and their use, 1930-53, also were received.

Of particular interest among photographic records accessioned are 10,000 lantern slides assembled by the Commission of Fine Arts, 1910-50, illustrating the influence of the art and architecture of the past on the development of the Nation's capital; and 4,000 glass negatives showing chiefly monuments, buildings, and sites in Washington. Significant also are some 2,500 film negatives made by the Extension Service of the Department of Agriculture to illustrate agricultural activities in all the States, 1930-42.

Other noteworthy records received are top-level administrative and policy records of the Department of Labor and the Reconstruction Finance Corporation, documenting recent years of economic and social change brought about by depression and war. Among these are subject and correspondence files of successive Secretaries of Labor, 1933-52, and minutes of the Board of Directors of the Reconstruction Finance Corporation, 1932-51.

Also to be noted are the records of two recent commissions: The President's Water Resources Commission, Jan. 1950-Mar. 1951, and the Commission on Intergovernmental Relations, Sept. 1953-June 1955.

The National Archives has passed the half-way mark in its program for putting records in their final locations within the building. The purposes of this program are: (1) to give the greatest possible protection to the most valuable holdings of the agency, (2) to consolidate and arrange these holdings according to approved archival principles, and (3) to consolidate vacant space in the building. With respect to those records that already have been moved and consolidated, greater efficiency and economy, especially in reference work, have been demonstrated.

Preliminary inventories recently issued describe the records of the American War Production Mission in China, the American Commission to Negotiate Peace (World War I), and the United States Antarctic Service.

In accordance with the Hoover Commission's recommendations in part 1 of its report on paperwork management in the Government, the General Services Administration has been directed by the President to "serve in a central assisting and advisory capacity, with respect to many significant aspects of the Executive Branch's paperwork management program." Under this directive the National Archives and Records Service of GSA is implementing the recommendations of the Commission's task force with respect to increasing the percentage of noncurrent agency records held by records centers, closing out uneconomical agency centers, and curtailing the use of legal-size cabinets and documents.

Four of the five Federal records management surveys done under contract, as noted in the January 1955 issue of the *American Archivist*, p. 86, have been completed. The contractors estimate that adoption of all their recommendations would result in savings of over $14 million to the agencies surveyed and over $3 million to other agencies. As of September 30, 1955, the agencies already could see savings of $512,000 to themselves, while savings of $3,600,000 to other agencies seemed assured. The total appropriations for these contractor surveys was $300,000.

For the second straight year, the volume of records in Government agencies has shown a decline, dropping from 21.4 million cubic feet on July 1, 1954, to 20.1 million cubic feet at the close of the fiscal year 1955. This diminution was accomplished by the disposal of 3.6 million cubic feet and the transfer of 700,000 cubic feet to Federal Records Centers, while only 3 million cubic feet were being created. Holdings of the entire Government, including records in the centers and the National Archives, also decreased, from 24.6 million cubic feet to 23.8 million cubic feet. On Sept. 30, the centers held 3,147,000 cubic feet of records.

The National Civil Service League has named Herbert E. Angel, Director of Records Management, National Archives and Records Service, as one of the 10 recipients of the League's first annual career service awards. The winners were chosen because they exemplify in an outstanding manner the primary characteristics of the career service: competence, efficiency, character, and continuity of service. In selecting Mr. Angel, the League said, "It is unusual in the Federal Government for any program within it to be the lengthened shadow of one individual. Yet the records management program of the United States Government has largely been fashioned by one public servant — Herbert E. Angel." Mr. Angel joined the National Archives staff in 1936 and has held his present position since 1950.

LIBRARY OF CONGRESS

The Library of Congress has received, as a gift of the heirs of Theodore J. Pickett, a collection of some 25,000 manuscripts dating from 1777 to 1916. Most of these are business records of the claims agency established about 1825 by James H. Causten, of Baltimore and Washington, and carried on after Mr. Causten's death in 1874 by Col. John T. Pickett. This segment contains extensive correspondence of the Causten agency, which concentrated on the handling of French spoliation claims; it includes, as well, many earlier documents assembled in support of these claims, among them a large group of papers of Fulwar Skipwith, Consul-General of the United States in France during the last years of the eighteenth century, and records of various American merchants engaged at that time in trade with France. The collection also contains personal papers of Colonel Pickett and his son Theodore.

The papers of Lt. Gen. Robert Lee Bullard, about 1,450 pieces, have been presented to the Library by Mrs. Bullard. They include correspondence, diaries, notebooks, and scrapbooks, 1899-1944, which concern General Bullard's military service in the Philippines and Cuba, on the Mexican border in 1915-16, and during World War I, as well as his activities after his retirement in 1925.

The papers of the late literary historian and editor, Frederick Lewis Allen (1890-1954), have been given to the Library by his widow. Numbering about 5,000 pieces, the collection consists of correspondence, diaries, memorandum books, and notes for and drafts of chapters of his principal books and of various uncompleted works. In the latter category there are materials for a biography of Franklin D. Roosevelt and for a study of the American tradition. The series of diaries and memorandum books include a volume for each year from 1933 to 1954. The correspondence, covering a wide range of interests, dates from 1913 to 1953. Among Mr. Allen's correspondents were James B. Conant, Vera M. Dean, Bernard DeVoto, Walter Lippmann, Milo Perkins, Laurence McKinney, George Pfeiffer, and DeWitt Wallace.

Smaller groups of material received by the Library include a series of 37 letters and telegrams addressed to Francis Amasa Walker from 1878 to 1896, which relate principally to bimetallism; 13 letter books (press copies) of Lyman Judson Gage, Secretary of the Treasury in President McKinley's administration, covering the years 1897-1906; and, through the courtesy of Doubleday & Company, Inc., the working materials used in Hugh Gibson's edition (1946) of Count Galeazzo Ciano's diaries from 1939 to 1943, which include photostats of most of the original diaries for those years. Records of the Daniel Guggenheim Fund for the Promotion of Aeronautics, 1926-30, and addresses, statements, and articles of Gen. Omar Bradley, 1948-53, have also been acquired.

The Manuscripts Division and the Wisconsin State Historical Society have cooperated with 12 other American research institutions in microfilming the papers of President James K. Polk.

The Prints and Photographs Division has published a second edition of *Pictorial Americana, a Select List of Photographic Negatives in the Prints and Photographs Division of the Library of Congress.*

The cataloging of the Library's collection of paper prints of motion pictures, 1894-1912, has been accomplished by Elizabeth Franklin, librarian of the Academy of Motion Picture Arts and Sciences, Hollywood, Calif.

TRAINING PROGRAMS

During the 1955 summer semester, the American University continued the program of intensive summer institutes which was initiated in 1945 with the cooperation of the National Archives and the Maryland Hall of Records and has been sponsored since then by those two agencies.

The Second Institute on Records Management, held from June 20 through July 1, was attended by 44 students from government, business, and archival institutions, including participants from Canada, New Zealand, Libya, Paraguay, Thailand, and the Philippines. Ernst Posner and Helen L. Chatfield served as directors of the institute.

The Institute in the Preservation and Administration of Archives (Advanced), offered for the first time and held from July 5 through July 16, was designed to serve the needs of graduates of the university's basic institute and those of persons with considerable experience in the field. Of the 22 students in attendance, 7 had bachelor's degrees or the equivalent, 10 had master's degrees or the equivalent, and 2 held degrees of doctor of philosophy.

In 1956 the following institutes will be offered: Tenth Institute in the Preservation of Archives, June 18-July 13; Directors, Ernst Posner and Theodore R. Schellenberg. Third Institute on Records Management, June 18-29; Director, Herbert E. Angel. A folder describing the two institutes and any additional information desired may be obtained by writing Ernst Posner, American University, 1901 F St., N.W., Washington 6, D. C.

In midsummer the Pan American Union issued a pamphlet entitled *A Brief Introduction to Paperwork Management.* This was the forerunner of an ambitious training institute conducted during the period October 17-November 1, 1955, by Mrs. Olive R. Surgen for the staff of the Union, employees of Government agencies, local students, and visitors from abroad. United States Government experts in the records management field assisted as guest lecturers.

The Graduate School of Business Administration of New York University, in cooperation with the National Records Management Council, held its Second Annual Conference on Records Management, September 19-20. The theme of the conference was "Integrated Controls Over Business Records." Session topics included the management approach to records, the stake of top management in records controls, the human factors in implementing and integrating records controls, new developments in records management, and the future role of records control in management policy. The council also conducted a seminar on "Cost Reduction Through Planned Records Management" at the university's midtown center on Tuesday evenings during the last 3 months of 1955.

FOREIGN NEWS

The Third International Congress on Archives will be held in Florence, Italy, September 25-29, 1956. The topics for discussion will include selection of documents, new archival buildings, and private archives. A circular about the Congress and registration blanks for persons interested in attending the sessions can be obtained from the Secretary's Office of the Organization Committee, III International Congress on Archives, State Archives, Florence, Italy.

The Second International Archives Round Table was held at Namur, Belgium, April 25-27, 1955. Representatives from the following countries (or geographical entities) attended: Belgium, Denmark, France, Germany (West), Great Britain, Haiti, the Netherlands, Poland, the Saar, Spain, Switzerland, and Yugoslavia. Charles Braibant, honorary president of the International Council on Archives, served as president of the conference. The conference adopted the following principles:

> (1) As an indispensable condition of effective archival service no governmental agency should destroy records without obtaining authorization from competent archival authorities, who are established in the great majority of countries represented.
>
> (2) Government officials should be required to consult archival authorities when they are setting up a service or planning a filing system for bureau records. Experience proves that any filing system that does not take into account the advice of

archivists — and particularly a decimal filing system — does not serve the interest of the agency itself and leads to heavy costs in personnel and money.

(3) Archival authorities should be called upon to collaborate, whether by the giving of courses or the organization of lectures, in training the administrative personnel charged with the custody of bureau records and administrative archives. Eventually they should help in training the personnel of business archives.

The Round Table also expressed the hope that, while waiting until "the very practical but costly system of records centers may be generally adopted," national governments establish permanent missions from the National Archives to the great government departments, similar to those which have existed in France for the past 2 years.

An international directory of archives will be published in the 1956 number of *Archivum*. The editor, R. H. Bautier, hopes that all archival agencies in the United States will cooperate by supplying the information necessary to ensure excellent coverage of American institutions. A questionnaire is being distributed to those agencies known to the editor, but he wishes to make certain that all agencies know of the directory project. Consequently, the questionnaire he has distributed is reproduced below. If you do not receive a questionnaire directly from Mr. Bautier, please use this reproduction as a basis for your reply before June 30:

INTERNATIONAL DIRECTORY OF ARCHIVES

1. Name of Record Office:
2. Location in State or County:
   Telephone
3. Opening days and hours:
4. Annual closing and holidays:
5. Access free or on payment — Fee:
6. Are requests for information or searches dealt with by mail?
7. Restrictions on the use of records. Date limit for production of records:
8. Facilities for loan of records to other institutions, at home or abroad?
9. Is there a microfilming or photocopying service at the disposal of students or only for official use?
10. Are there microfilm readers at the repository? Size of films?
11. Are copies of documents made for students' use?
12. Name and title of the Archivist in charge.
13. Names of the principal qualified achivists: their departments.
14. Physical importance of the Repository (length of shelving — either cubic volume or documentation — or number of archive units):
15. Date of the oldest records and continuous series of records:
16. Is it a purely historical repository or are its holdings increased by periodical accessions?
17. Remarks:

Please return this questionnaire, when completed, to: M. R.-H. Bautier, "Archivum"; 60, Rue des Francs-Bourgeois, Paris-3^{e}, France.

Australia

The Archives Branch of the Public Library, Museum and Art Gallery of Western Australia, opened its new quarters at 3 Francis St., Perth, on August 31 last. The new facilities will afford better working space and more adequate storage areas. The opening ceremonies were conducted by Deputy Premier J. T. Tonkin.

By recent legislation the Archives Division will be put under the Library Board and separated from the jursidiction of the Museum and Art Gallery. Efforts are being made to obtain enactment of a public records act for the State.

Canada

Over a thousand pioneer settlers in Saskatchewan have answered one or more questionnaires distributed by the Archives of Saskatchewan. The completed documents, which deal with 10 topics such as health, housing, and local government in pioneer days, will be retained in the Archives Office at the University of Saskatchewan.

Dominican Republic

Emilio Rodriguez Demorizi has replaced Ramón Luigo Lovatón as head of the Archivo General.

Egypt

Abu-El-Fetouh H. Ouada, Archivist of the Ministry of Education, has recently returned to Egypt from the United States. During a stay of 6 months in this country, he attended the American University summer course in archives administration; spent a few weeks in the National Archives, observing particularly records management and Federal Register Division practices and giving informal talks to groups on the National Archives staff; and also visited archival and records establishments in Maryland, Virginia, Kentucky, Ohio, Pennsylvania, and New York.

Honduras

Early in 1955 Carlos Somoza was appointed Director of the Archivo Nacional of Honduras.

Nicaragua

In recognition of his services to Nicaragua, a veteran member of the Society of American Archivists, Roscoe R. Hill, was on October 17 inducted into the Society of Ruben Dario at a ceremony at the home of the Nicaraguan ambassador in Washington.

Panama

Ernesto J. Nicolau, newly appointed Director of the Archivo Nacional of Panama, has taken administrative steps looking toward the rehabilitation of the archives in Panama and has presented to the Minister of Government and Justice a report and recommendation for reorganizing the Archivo Nacional.

During the autumn Philip C. Brooks of the Federal Records Center in San Francisco traveled to Panama on a followup to his previous records advisory mission there.

CALIFORNIA

The secretary of state at Sacramento has announced the appointment of William N. Davis, Jr., as historian of the State Archives in succession to J. N. Bowman, who has retired at the age of 80.

Thomas T. Thalken, formerly of the Manuscripts Division of the Library of Congress, has become Archivist of the Herbert Hoover papers at the Hoover Institute and Library, Stanford University.

A bill on records management for the State is pending in the legislature. Philip C. Brooks, past president of this Society, was among those testifying in its support.

CONNECTICUT

Leonard Labaree, editor of the papers of Benjamin Franklin, reports at the end of the first full year of work that about half of the individual Franklin documents, which total between 25 and 30,000, are already on hand in the form of photocopies. Nearly 100 libraries, historical societies, and other institutions and about 40 private owners have made their Franklin items available for copying. Whitfield J. Bell, Jr., assistant editor of the project, is in England searching out Franklin documents.

On January 16, 1956, the 250th anniversary of Franklin's birth, Yale University publishes a specially prepared volume entitled *Mr. Franklin: a Selection From His Personal Letters.*

DELAWARE

The Henry Francis Du Pont Winterthur Museum fellows are currently engaged in research projects concerned with biographies of John McComb, Jr., the architect, and Titian Peale, the painter, and studies of the interiors of Baltimore town houses (1783-1812), country craftsmen in Bucks County, Pa. (1750-1800), and Washington Irving's role in the development of American Romantic painting. Archival establishments, historical societies, and libraries having records or other materials pertinent to these projects are asked to write to Charles F. Hummel, curatorial assistant of the museum, at Winterthur, Delaware, for a detailed, informative statement indicating the nature of source materials that must be consulted by the fellows in their research.

FLORIDA

Early in 1954 the Florida State University established the Southern Business History Center to develop a research collection of the records of southern business and related secondary materials. The center was created to answer the need for a broad, general collection that would make possible the preparation of histories of individual firms or industries of the region, the investigation of the influence of business developments on other aspects of southern life, and the more complete recognition, in the preparation of business histories, of the relation of broad social patterns and problems to the development or decline of the enterprises involved.

The term business history, as interpreted in the work of the center, includes not only manufacturing and retail selling in the South, but service businesses such as banks, newspapers, agencies of transportation and communication, hotels, tourist enterprises, and many others. The project would emphasize the commercial development of any southern natural resource or agricultural product. It would explore the relations between business and government, between business and its customers, and between business and its employees. It would reach beyond the South in certain respects, as in the study of the financing of southern businesses, the marketing of southern products, and the interrelation between southern business and national conditions. It would include the study of conditions which have aided or hindered the development of any southern business; the ideals, attitudes, and practices of businessmen, their associates, and their opponents; the impact of business developments on southern life, economy, politics, or social structure; in short, any aspect of the history of southern business activity or its relation to other elements of society. The ultimate (and unattainable) goal of such collections as are envisioned would be to have records of pioneer and outstanding firms from each industry and from each geographical area of the South, plus whatever secondary materials might contribute to the understanding of these basic records.

With the center still in its infancy, its collections are only just getting under way. Manuscript records of several nineteenth century West Florida firms have been received, and a biographical file on southern businessmen has been begun. With the cooperation of several other institutions, work has been started on the compilation of a summary catalog of the records of southern business history in repositories elsewhere. The center is conceived as a permanent agency in the institution's research program, and plans have been mapped out for its expansion as rapidly as funds and facilities permit. The response to the center, both from other universities and libraries and from the representatives of business, has been one of cordial cooperation. It is hoped that before many years the center may be able to make a significant contribution to the study of southern business and other subjects within its sphere.

ILLINOIS

A second Map Workshop at the University of Illinois, sponsored by the Library School and the Division of University Extension, July 11-22, 1955, considered such subjects as principles of classification, and the promotion of the use of maps by means of exhibit and display techniques.

KENTUCKY

Microcard Projects of the Louisville Free Public Library has announced that its Evans microcard project has been amended to become the Evans-Sabin microcard project, resulting in a broadened plan to publish source materials for American studies. John Cook Wyllie, curator of rare books at the Alderman Library of the University of Virginia, is now supervising on behalf of the Louisville sponsors the microcarding of about a thousand volumes in the

Thomas Jefferson collection in the Library of Congress. The entire collection will be reproduced on 2,500 microcards, each carrying about 30 to 50 reproduced pages, to sell at a total presubscription price of not more than $462.50.

MARYLAND

Francis C. Haber, recently reference librarian at the Peabody Institute Library, is the new librarian of the Maryland Historical Society.

MASSACHUSETTS

In our April 1954 issue, p. 189, Secretary of the Commonwealth Edward J. Cronin and State Archivist Richard D. Higgins were quoted on the deplorable condition of the Massachusetts archives. Apparently their hopes for a new archives building have not been realized. The present archival situation in Massachusetts is described in an article by Emilie Tavel in the *Christian Science Monitor* of October 31, 1955, under the title "History — Poorly Housed":

> A particular place of prominence at the annual dinner of the Massachusetts Bar Association was reserved at the head table for the honored, though inanimate, guest.
>
> Under glass there rested in simple splendor — not roast pheasant, as you might suspect — but the preamble and bill of rights of the Massachusetts Constitution of 1780.
>
> For almost four hours the distinguished gathering honored the 175th anniversary of this document.
>
> The celebrated historian, Admiral Samuel Eliot Morison, delivered a scholarly disquisition on the instrument as the model for the United States Constitution drafted seven years later. It is reported to be the oldest written constitution still actively governing a people.
>
> When the praises had been sung and the celebration over, the two blue uniformed capitol policemen who had guarded the precious parchment escorted it back home.
>
> They carried it to the fourth floor of Massachusetts' gold-domed State House and turned in at a dingy room whose small white shingle reads "Archives." There they placed the document in a wooden cabinet, turned the key in the lock, and the job was done.
>
> The room is one of three on the same floor where many of this nation's most significant documents are housed. The fourth and final room comprising the archives is located next to the boiler room in the basement where the summer temperature rarely drops below 100 degrees.
>
> The archive rooms were last painted about 15 years ago. Nobody around today can remember when the crumbling plaster was newly applied.
>
> The roof isn't so airtight, either. Standard equipment in the stack room are several drip pails which archivists regularly put out whenever a hard storm strikes.
>
> Atmospheric control is recognized as the sine qua non of preservation. These rooms are not even air conditioned.
>
> Three hundred years of recorded American history are here given very little protection from the relentless encroachments of time, dust and dehydration. Fire is a foe and theft a danger. In the basement room, where Revolutionary papers are kept, even vermin are considered a possible hazard.
>
> Better housed than the state constitution is the 1625 Royal Charter granted by Charles First to the Massachusetts Bay Company. It rests in a small metal vault so constructed, as one news account proudly reports, "that even were the State House

to burn completely, the safe would only fall several stories (about six), keeping the contents intact." Intact, maybe, but hardly an ideal arrangement.

Freshly returned from the annual conference of the Society of American Archivists in Nashville, Tenn., Richard D. Higgins, Massachusetts' archives chief, can't help making comparisons.

"In Nashville," he says wistfully, "we inspected their beautiful new $2,000,000 three-story archives building, air conditioned throughout with ample room for public display of documents. And they don't have anything like the kind of records we have here."

An original copy of the Declaration of Independence, a copy of the federal Bill of Rights sent to Massachusetts for ratification, pirate records of Captain Kidd, Indian treaties, maps, and the record in Governor Bradford's own clear hand of "Plimouth Plantation," oldest document of English colonization in the world — these are the storied treasures in Massachusetts' keeping.

It isn't as if people here aren't concerned about this situation. Librarians and historians all over the state are alarmed . . .

Ever since 1952 Secretary of State Edward J. Cronin has been insistently pressing the Legislature to take remedial action. Squarely behind him is Mr. Higgins, the Division of Archives and every leading historical society in Massachusetts.

A study commission was appointed in 1953 which recommended a separate building in front of the west wing of the State House which would amply and safely preserve and exhibit the treasures. No action yet has been taken on the proposal.

Somehow the matter has got hung up in a currently vague plan for a new state office building in which space could conceivably be provided for the records.

Meanwhile, papers which document precious waymarks along mankind's path to self-government languish in neglect.

Each year brings more school children to their State House to view the meagre display of documents. And tourism is increasing. But with the capitol closed on Saturdays and Sundays many visitors are disappointed.

In 1845 the Legislature sent a special envoy to France for the sole purpose of copying and gathering early colonial records. Can the 1956 Legislature do less than preserve for future generations this record of its heritage?

The September 1955 issue of *The Business History Review*, published by the Harvard Graduate School of Business Administration, carries two timely articles: Richard C. Overton's "Can the Records Manager help the Business Historian?" and Arthur Barcan's "Records Management and the 'Paperwork Age'."

MICHIGAN

The Ford Archives has issued as its bulletin no. 3 a handsome illustrated brochure entitled *Fair Lane: The House and Gardens.* As our readers know, Fair Lane houses the Ford Archives.

State archivists will be interested in Philip P. Mason's article in the September 1955 issue of *Michigan History* describing the records of the State Department of Public Instruction, 1853-1930, received by the Michigan Historical Commission last April.

MINNESOTA

Forest History Foundation, Inc., is now a nonprofit corporation that will foster and expand the undertakings that have been sponsored at the Minnesota Historical Society since 1947 to preserve and disseminate historical materials relating to forests in North America. The Foundation expects to maintain liaison with appropriate repositories in each State or province of the United States and Canada.

MISSOURI

Concordia Historical Institute — the official archives and museum of the Missouri Synod of the Lutheran Church — has opened a new exhibit, 400 Years of Toleration. Included are several sixteenth-century items, among them an original manuscript by Martin Luther.

The State Historical Society of Missouri, Columbia, has begun a special effort to collect postcard and photographic scenes depicting the small towns of Missouri.

Among new manuscript acquisitions at the Missouri Historical Society, St. Louis, are the Kate Chopin papers, 1851-1904, the Arthur Garesche Francis collection, 1787-1827, the Knapp family papers, 1822-1954, and the Desloge family collection, 1815-52. The society has circularized 750 firms in the St. Louis area employing more than a hundred persons each, and is gathering information about the firms and accepting records to augment the society's business history collection.

NEW JERSEY

Fred Shelley, former librarian of the Maryland Historical Society and editor of the *Maryland Historical Magazine*, has succeeded Audubon R. Davis as librarian of the New Jersey Historical Society, Newark.

NEW YORK

Columbia University is preparing for publication a new and complete edition of the papers of Alexander Hamilton. The editors wish to locate any letters to or from Hamilton and any other Hamilton documents that are in private hands. If anyone possesses such documents, the editors would greatly appreciate any information on their whereabouts and availability. Communications may be addressed to Harold C. Syrett, The Papers of Alexander Hamilton, Columbia University, New York 27.

The director of the National Records Management Council has published as number 11 in a series of technical information service bulletins, a paper entitled *Operation Time Capsule: A Technique to Preserve the Memory of Business.*

The Records Management Association of New York, Inc., with headquarters at 299 Madison Avenue, New York 17, is publishing a small but useful bulletin entitled *The Record.* In addition to programs and news notes of the association, each issue contains abstracts of professional papers, published and unpublished, bibliographical information, and general professional news.

The American Committee for the Study of War Documents was organized in 1955. Among its purposes are to promote scholarly use of the German documents captured by Allied forces during World War II; to take up with the Department of Defense and other appropriate Government agencies the problem of declassifying and microfilming the documents, pending their possible return to the German Federal Republic; and to enlist scholars, colleges, universities, and foundations in support of research in the documents, which cover the period between the two world wars and throw light on the rise of Nazism and other totalitarian phenomena.

At a meeting of the committee in October the following were named members of its executive board: Guy Stanton Ford, honorary chairman; Reginald H. Phelps, chairman; Harold D. Lasswell, treasurer; Sidney Wallach, executive secretary; E. Malcolm Carroll; Oron J. Hale; George W. F. Hallgarten; Hans Kohn; Koppel Pinson; William O. Shanahan; and Raymond J. Sontag. Named as chairmen of subcommittees were Drs. Carroll, Hale, Hallgarten, and Kohn; James P. Baxter III, and Walter F. Dorn.

For further information address Sidney Wallach, secretary, Suite 1423, 381 Fourth Ave., New York 16.

NORTH CAROLINA

Material on the development of Methodism throughout the world will be gathered together and housed in a building now under construction at Lake Junaluska, a few miles west of Asheville. The new structure will provide appropriate storage for both library and archival materials of the Church.

East of Asheville, at Montreat, the Historical Foundation of the Presbyterian and Reformed Churches has constructed a handsome stone building to house archival, library, and museum materials held by the denomination. Thomas H. Spence, Jr., reports that an illustrated article about the building and its contents is featured in the August 31 issue of the *Christian Observer.*

The State Department of Archives and History, under its newly authorized historic sites program, has started work on two sites — the Alamance Battleground, where in 1771 backwoods "Regulators" fought Governor Tryon's militia, and Town Creek Indian Mound in Montgomery County. The Department also reports that Fletcher M. Green, head of the history department at the University of North Carolina has been appointed to the Department's executive board to succeed Mrs. B. T. Williams.

Gen. Robert L. Eichelberger has presented his papers to the Duke University Library. This large collection will be of special interest to students of the Far East and the World War II military operations in the Pacific. Other additions to the manuscript collections include 15 letters, 1779-1806, from William Pitt, 14 volumes of nineteenth century diaries of Edgar A. Bowring, secretary of Great Britain's Board of Trade, and some 230 letters and papers dealing with abolition of the slave trade and slavery in the British Empire.

OHIO

Western Reserve University's School of Library Science has a new Center for Documentation and Communication Research. A three-day conference on "Practical Utilization of Recorded Knowledge — Present and Future" is scheduled to be held January 16-18, 1956.

PENNSYLVANIA

Franklin F. Holbrook, librarian of the Historical Society of Western Pennsylvania and editor of the *Western Pennsylvania Historical Magazine*, died on August 20.

SOUTH CAROLINA

The South Carolina Historical Society celebrated its centennial May 6-7, 1955. The centennial address was delivered in the chapel of the College of Charleston by Edward McCrady, chancellor of the University of the South.

TENNESSEE

One of the sessions of the Southern Historical Association, meeting at Memphis, November 10-12, was devoted to "The Historian and the Archivist," with Henry T. Shanks, Birmingham-Southern College, designated as the chairman, and Philip M. Hamer, National Historical Publications Commission, the discussion leader. The papers presented included "The State Archivist and the Scholar," by Christopher Crittenden, North Carolina Department of Archives and History; "Aiding the Scholar in Using Manuscript Collections," by Howard H. Peckham, William L. Clements Library; and "A Historian Looks at Archives and Manuscripts," by Frontis W. Johnston, Davidson College.

TEXAS

The collections known under the designation of the Catholic Archives of Texas now are preserved by the recently reorganized Texas Catholic Historical Society, P. O. Box 2009, Amarillo. The custodian is Bishop L. J. Fitzsimon.

The manuscripts and books pertaining to the Protestant Episcopal Church collected by the Church Historical Society since its founding in Pennsylvania in 1910 are scheduled to be transferred from the Philadelphia Divinity School to a new library building now being erected at the Theological Seminary of the Southwest, at Austin, Texas.

VIRGINIA

The Institute of Early American History and Culture announces the appointment of Lawrence William Towner, formerly on the staff of Massachusetts Institute of Technology, as associate editor to succeed Douglas Adair, who has joined the staff of Claremont College. Other institute appointments include Wilcomb E. Washburn as research associate and James Morton Smith as editor of book publications.

The prize offered by the Institute of Early American History and Culture for the best book in the Institute's field appearing during the latest competition year has been given to Gerald Stourzh of the University of Chicago for his *Benjamin Franklin and American Foreign Policy*, published in 1954 by the University of Chicago Press.

WISCONSIN

Herbert A. Kellar, coordinator of the Cyrus McCormick Agricultural History Collection of the State Historical Society of Wisconsin died in Madison on October 11, 1955. Mr. Kellar was a founding member and former officer of the Society of American Archivists.

The Microcard Foundation, formerly of Middletown, Connecticut, is now affiliated with the University of Wisconsin Press. Thompson Webb, Jr., the director of the press, will manage the foundation. Communications intended for the foundation should be addressed to him at Box 2145, Madison 5, Wisconsin.

WYOMING

Rita Ridings, formerly of the University of Wyoming, has joined the staff of the Wyoming State Archives and Historical Department as head of research services.

The new Centralized Microfilming Department of the State received an appropriation of $100,000 from the 1955 legislature. The department has seven employees, including four operators, one machine room supervisor, one secretary, and the administrator. The department is now filming State department archives and copies of State newspapers in the Historical Department.

RSVP

THE *American Archivist* is *your* magazine. It can be useful and informative only as you, the individual and institutional members of the Society, help to make it so. The editors continually need grist for the mill, and they seldom have any crop surplus in storage.

This is an appeal to every member to do three things to help us get out a better journal:

(1) Submit articles for publication. The type of articles desired are those dealing with archival theory; origin and establishment of archival institutions; new developments in records and manuscript techniques and practices; the application of established techniques to new situations; archival or manuscript problems — State, regional, or national (including non-American) — and their solutions; and any noteworthy new programs in the collection of manuscripts or the administration of records. Articles should be mailed to the Editor, *American Archivist*, National Archives, Washington 25, D. C.

(2) Send in news notes. If the matter you have in mind is too short for an article, write a news note about it. News items, besides dealing with local or State news relating to your organization or to record and manuscript activities in your vicinity, may include such professional matters as appointments and resignations, changes in policies and procedures, major accessions, new legislation, special programs or projects, and improved buildings or equipment. News notes should be mailed to H. B. Fant, News Editor, *American Archivist*, National Archives, Washington 25, D. C.

(3) Send in, *promptly after their publication*, review copies of any books or pamphlets your organization issues — such as guides, inventories, manuals, and annual or special reports. After an item has been received for review, there must be correspondence with the prospective reviewer; the item must be sent out to him; he must have time to read it and write his review; and the editor must have time to review the review. So: send review copies promptly to Richard G. Wood, Book Review Editor, *American Archivist*, 4307 Woodberry Street, Hyattsville, Maryland.

DEADLINES. Copy for news notes and book reviews should reach the editor before the first of November, February, May, and

August, for publication respectively in the January, April, July, and October issues. Articles may be submitted at any time. The editorial process for them is longer than for news notes and reviews, and their immediate publication cannot be assured. The editor, however, makes it a practice to give articles prompt consideration and to notify the writers of acceptance or rejection. Accepted articles are usually published within 6 months.

The Nation's Standard Paper For Permanent Records

BYRON
WESTON CO.
LINEN RECORD

BYRON WESTON CO. LINEN RECORD has been tested and approved by generations of public and business record keepers. Made wholly of new white cotton and linen clippings, it possesses to the highest degree the strength, ruling, writing, handling and erasing qualities essential for enduring satisfaction in bound or loose-leaf records, documents and similar usages. For other records, select the right paper for any purpose from the complete Weston line of rag content ledger, bond and index papers. Write for complete information.

BYRON WESTON COMPANY • DALTON • MASSACHUSETTS

Makers of Papers for Public and Business Records — Since 1863

Historical Manuscripts as Archives: Some Definitions and Their Application

By LESTER J. CAPPON[1]

Institute of Early American History and Culture

HISTORICAL manuscripts are regarded primarily if not exclusively as materials for research, whatever their origin or provenance. That august word *provenance* as the hallmark of archives has given archival records a superior status in the minds of some historians as well as archivists. It is agreed, at least among archivists, that archives are something more than raw materials for the scholar's use; indeed, such a gross understatement of their function would be seriously challenged. Whatever one's point of view, attempts to distinguish one class of records from another raise the question: What is the relation between historical manuscripts and archives? Is the one only the needy next-of-kin of the other?

In seeking to define terms in the field of records, where many persons are on common ground without being aware of it, we shall proceed best from the general to the specific. It may seem strange that professional archivists have been unable to agree upon definitions for communicating what they mean by certain terms used continually in an occupation that is concerned essentially with communication. The unseasoned youth of the archival profession in the United States, disrespectful of established titles from abroad and inclined to the casual language of the innovator, provides a partial explanation. Furthermore, the distinction usually drawn by historians between governmental archives as "official" (which they are) and all other records as "unofficial" or "private" (which they are not, necessarily) has raised artificial barriers between "official" archivists and curators of "private" or "personal" manuscripts. Another explanation is that even the nicest set of definitions will contain some corollaries in the nature of exceptions. So we may hedge by pointing out that, because records are human documents, one cannot always categorically call a spade a spade.

---

[1] The author is director of the Institute of Early American History and Culture at Williamsburg, Va., and archival consultant of Colonial Williamsburg.

The most generalized expression is afforded by the International Federation for Documentation: "The term 'documentation' refers to the creation, transmission, collection, classification and use of 'documents'; documents may be broadly defined as recorded knowledge in any format." [2] According to this definition, documentation has a character of universality embracing all knowledge, however it be recorded, and the methods for implementing its use. If the scope of documentation is so broad as to require some delimiting for all practical purposes, yet it embodies a logical progression of activities, familiar to the archivist, directed toward the *use* of documents. Furthermore, from the standpoint of historical records, this broad scope harmonizes with the modern historian's conception of comprehensive subject-matter.

Turning now to archives as a large segment of documentation, we shall quote the definition of Hilary Jenkinson, both because it is concise and because his analysis is helpful in differentiating between archives and historical manuscripts. "Archives," he writes, "are Documents drawn up for the purposes of, or used during, the conduct of Affairs of any kind, of which they themselves formed a part, and subsequently preserved by the persons responsible for the transactions in question, or their successors, in their own custody for their own reference." [3] Fundamental in this concept of archives is the organic unity of the documents, expressing the life of the organization which created them. The chain of responsibility from creation to preservation of the records is, or should be, unbroken in order to maintain their full significant content by observing *respect des fonds*.[4] Under these circumstances, therefore, the archivist and his archives are an integral part of a living organism. If the organization becomes defunct without a successor, the archivist's job terminates, and what of the archives? If they escape destruction, have they degenerated to the status of mere waifs even though they have found asylum?

By way of elucidating his definition Jenkinson states that

---

[2] *American Documentation*, 1:3(1950).

[3] Public Record Office, *Guide to the Public Records; Part I, Introductory* (London, 1949), p. 2. Jenkinson then defines "document" as "anything written, or annexed to a writing, by whatever means that writing is made or reproduced: and modern inventions are extending it inevitably to substitutes for writing such as 'Sound Recordings.'" Thus his definition is virtually as broad as that of the International Federation for Documentation.

[4] No equivalent phrase exists in English to express tersely adherence to the arrangement of archives as determined in the offices of origin.

"Archives are not Documents collected artificially, like objects in a Museum, because it is thought that they will be of use or interest to Students, but accumulating naturally in Offices for the practical purposes of Administration." Nevertheless these documents do have value for research, related or unrelated to the organization that produced them; and in the course of time their value for research is likely to be in inverse ratio to their use for administration. The archivist with historical perspective will recognize their permanent research value and emphasize the dual objective of his program embracing its service to a wide variety of investigators as well as its strictly archival function. This attitude generally prevails regarding governmental archives in a democracy because they are public documents, but policy with respect to the accessibility of semipublic or private archives for outside research varies widely.

When we apply this definition of archives to the indeterminate area of historical manuscripts, at first glance it would appear that the curator is no archivist because he has no archives in his custody. He has collected manuscripts artificially, though not necessarily "like objects in a Museum." He has acquired some collections formed by private collectors, thus compounding artificiality. He has even drawn into his net individual documents previously displaced from their original files. If, however, the curator has developed a plan of collecting with a sound historical basis, his richest material consists of bodies of organic papers of persons or families, organizations, or institutions, in their original order of arrangement, as the hypothetical archivist of any one of them would have preserved them.[5] If they are transferred to a research library in what is obviously their original state, the curator's first guiding principle dictates that they be preserved in that system. Whatever modification he imposes after careful examination should not in substance violate this archival dictum.

In further explanation of his definition Jenkinson points out that "any Archive is potentially related closely to others both inside and outside the group in which it is preserved and that its significance depends on these relations." One of the archivist's duties is to familiarize himself with the contents of the record groups so that he can set forth these relationships in the inventories, guides, and other reference tools that are compiled. The curator of historical manuscripts has in his custody a variety of groups or "collections" acquired at different times. Although many of them are unrelated, in the course of a well planned program he will obtain bodies of papers that have a bearing upon one another, through family kinship, business connections, and social activities. Mr. White's papers consist mostly of letters received, but when the files of his friend Mr. Black are acquired later, they include numerous letters received from White. Mr. Green, a business associate of White's in another city, had dealings with Black; therefore the papers of both Black and White provide information about Green. The descendants of Green will soon be approached by the curator with the hope that his manuscripts will reveal another side of events only partially told by the papers already in hand. Each group is an organic entity and will be filed as such, but their interrelationship is fully as important historically as that between record groups within a larger corpus of archives. And the curator has the same responsibility as the archivist to provide cross references for the benefit of the investigator.

---

[5] Family or personal papers often suffer disarrangement at the hands of some well intentioned descendant who endeavors to "put them in better order" or to separate those "of historical interest" from those "of no value." Such bodies of dismembered papers vex and perplex the curator who acquires them, but they also challenge his historical perspicacity.

Consideration must also be given to "the fact of unbroken custody, a reasonable presumption of which," Jenkinson maintains, "is the *differentia* between a Document that is and one that is not an Archive." This status may become a matter of considerable legal importance with respect to a document's presumed validity because it is, and always has been, an integral part of the files under continuous control of the offices which created it, or their successors. In most instances the custody of bodies of historical papers is broken when they are transferred to manuscript repositories; indeed the original continuity of custody may have been broken several times previously. However, with respect to organic groups, they may not have lost any of that invaluable attribute of unity by reason of transfer. Their historical value is not necessarily lessened; in fact, little if any weight is given by the curator or by the researcher to the question of broken custody except to trace the whereabouts of segments of a divided collection still in private hands, for the purpose of reassembling them as a whole in a research institution.

In the light of the foregoing discussion and from the standpoint of the repository, we may define historical manuscripts as records of historical value, written by hand or typewriter or its equivalent (as distinguished from printed records), in single or multiple form. Historical manuscripts can be classified in three categories: (1) bodies or groups of papers with organic unity, in the nature of archives, personal or institutional; (2) artificial collections of manuscripts acquired by a private collector from various sources, usually gathered according to plan but without regard for *respect des fonds;* (3) individual manuscripts acquired by the repository for their special importance to research and comprising a collection of what, for want of a better term, are sometimes called "miscellaneous manuscripts." [6] It seems appropriate and meaningful, therefore, in the first category to refer to the John White *papers* or, if the group is more comprehensive, to the White Family *papers* (in the nature of personal or family archives). In the case of an organization the term "records" may serve to connote the character of institutional archives, e.g. the Black Coal Company *records*. In the second category it is both logical and convenient to refer to the results of George Brown's hobby of collecting presidential autographs as the Brown *collection*. The word *manuscript(s)* is satisfactory for the third category since no distinction other than that of physical character is involved. It cannot be denied that all these terms are arbitrary at best.[7] Susceptible to a wide latitude of definition and certainly of usage, they are, however, already applied to some extent with their present connotation by curators in search of uniform terminology, whose struggle for their adoption would doubtless be eased by spontaneous Americanisms, if such epithets were ever to spring from the mouths of archivists.

These definitions, encumbered with the difficulty of restrictive meanings, bear out the fact that often the line between institutional archives and personal papers cannot be easily or sensibly drawn. The problem would not arise if officials of both governmental and private agencies, in their original filing procedure, segregated their business and personal correspondence, or, having failed to do so, abstained from raping it when they leave office. But the daily effort to maintain such segregation entails discipline rarely self-imposed and hardly enforceable by administrative order; in fact, few officials are even aware of the problem. Separation later is perpetrated most haphazardly by persons who have never heard of provenance but presume to pass historical judgment on the content of manuscripts and their disposition. It is not by any means a novel practice. The papers of the unpopular Thomas Hutchinson, colonial governor of Massachusetts, were seized after his flight from Boston in 1774 and became the property of the Commonwealth. In 1821 they were in the custody of Alden Bradford, secretary of the Commonwealth and, we must admit, an historical writer. He undertook to segregate the official from the unofficial and, with the approval of the current governor, to present the so-called personal papers to the Massachusetts Historical Society for preservation. Bradford's successor 24 years later, the historian John G. Palfrey, demanded the return of the papers, but not until another quarter-century had elapsed did the Commonwealth recover them.[8] Thus it occurs that many official records are transferred from the office of origin, not to the related archival agency but to private hands (the ex-official's own hands initially), and ultimately reach a repository of historical manuscripts. They are still official records and the historian must recognize them as such in evaluating their content for research.

---

[6] Similarity between the second and third categories is evident, although the third as an institutional makeshift is usually more miscellaneous than the gathering of an earnest collector. The association of imprints with manuscripts is discussed later in this paper.

[7] The only definitive term that could be substituted is *archives* for "papers" or "records"; the objections to its use in this connection are set forth above.

This withdrawal of archival records, which the retiring official presumes to be his personal property, has occurred most commonly in high administrative positions of government where the incumbent acts on his own initiative and responsibility. By custom and precedent the President of the United States is permitted to dispose of his files as he sees fit when he leaves office. Thus the groups of presidential papers in the Library of Congress have arrived there not by transfer through governmental channels but by gift or purchase from descendants of presidents. The papers of the second President Roosevelt are the first exception, but the idea of establishing the Franklin D. Roosevelt Library at Hyde Park, New York, under the National Archives originated with Roosevelt rather than as a matter of governmental policy, and transfer of presidential records actually began during his administration. Under recent general legislation for presidential libraries the Harry S. Truman Library will doubtless be the second such institution administered by the National Archives.[9]

Official papers which become "archival estrays" by leaving office with their creator usually constitute the historical "cream" of the file. No wonder they have sometimes formed the nuclei of special research libraries or lent fame to them. A double case in point is the Sir Henry Clinton papers in the William L. Clements Library and the Sir Guy Carleton papers of Colonial Williamsburg. Both consist of official correspondence and related papers of the British Army Headquarters in New York City during the War for Independence; and since Clinton had not skimmed off all the cream, the papers of his successor, Carleton, include a large amount of material from Clinton's files.[10] One curator-historian remarked "that archives were apt to be places in which were kept unimportant documents after the important documents had been borrowed or otherwise removed . . . [and] that the important documents thus abstracted were, in many cases, already in institutions, such as libraries and historical societies, which were founded long before America became archive-conscious."[11] While this writer admitted to some jocularity in his observations, they point to a distinction without a far reaching difference between archives and historical manuscripts, if we understand how they got away and why they ended up elsewhere.

---

[8] Justin Winsor, "The Manuscript Sources of American History," in *Magazine of American History*, 8:24-25 (July 1887). The Massachusetts Historical Society refused to return to the State of Connecticut the papers of its Gov. Jonathan Trumbull, for which a trust had been created in the Society by his heirs. *Ibid.*

[9] National Archives, *Second Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library* . . . [1940-41] (Washington, 1942), pp. 1, 3-4, 10-13; *Ninth Annual Report* [1947-48] (Washington, 1949), pp. 1-2; David D. Lloyd, "The Harry S. Truman Library," in *American Archivist*, 18:99-110 (April 1955); Elizabeth H. Buck, "General Legislation for Presidential Libraries," *ibid.*, 18:337-341 (October 1955).

Because of this kinship between certain archival records and historical manuscripts, they are often complementary in content. The distinction between official and unofficial records of the same series of events is important to the archivist and the curator because the principle of provenance is directly involved, and the inclination of the amateur to interfile records of the same subject-matter must be resisted. Their complementary nature is also of great interest to the historian. He must be aware of the peculiar value and of the limitations of both kinds of records, and his zeal to search for the one in relation to the other should be matched by that of the curator in order to enrich his holdings. Frequently archives provide the framework for the historical narrative, related manuscripts the indispensable explanation of events and personal motivations. A survey made in 1945 of source materials on the First Congress of the United States, 1789-91, forcefully illustrates this relationship. The Journal and Debates, manuscript and printed, constitute the main corpus of official records, but they are woefully disappointing in content. More complete accounts of some of the proceedings were recorded by unofficial reporters and published in the newspapers, which also contain current commentaries on the members and their remarks. Contemporary letters of members discussing the views of fellow members as well as their own will be found among widely dispersed manuscripts in research libraries and in private hands.[12] The task of assembling these records in photographic copies for editing and publishing involves both archival and historical perspective and methodology. The archivist's approach to the segregation of official records is illustrated by the transfer in the spring of 1952 of the records of the Continental Congress, the Congress of the Confederation, and the Federal Constitutional Convention from the Library of Congress to the National Archives, where they more properly belong.[13] The most valuable record of the Federal Convention is Madison's journal. Since it is an unofficial record, constituting a part of the Madison papers, it was left in the Manuscripts Division of the Library of Congress.

---

[10] Howard H. Peckham, *Guide to the Manuscript Collections in the William L. Clements Library* (Ann Arbor, Mich., 1942), pp. 46-48; Lynette Adcock, *Guide to the Manuscript Collections of Colonial Williamsburg* (Williamsburg, Va., 1954), pp. 9-10.

[11] Randolph G. Adams, "The Character and Extent of Fugitive Archival Material," in *American Archivist*, 2:85 (April 1939).

Any consideration of definitions of archives and historical manuscripts, along with their application, must not overlook printed records. The fact that most manuscripts are unique sometimes gives rise to the fallacious reasoning that therefore they are, without exception, more valuable historically and commercially than imprints. This distorted idea has gained credence in part from the steady disassociation of books — that is, printed books — from manuscripts during the centuries since the invention of printing from movable type, accompanied in the past 50 or 75 years by the development of library techniques for classifying and cataloging imprints usually available in multiple copies. In the fifteenth century and earlier, "books" were bound manuscripts as well as incunabula. Archives may include printed along with manuscript records produced by the organization or persons whose activities they represent; and it follows that any organic group of historical manuscripts may contain imprints. Likewise imprints may be found in a manuscript collection artificially assembled. The concept of the superior importance of manuscripts is sometimes unwittingly conveyed to students by academic historians in their endeavor to instill enthusiasm for the quest of unique original documents far afield and seldom found by means of reference works. While this is a commendable purpose of their mentors, students must learn that the relative historical importance of manuscripts and imprints varies with the subject; and the custom of listing them in separate categories in bibliographies appended to historical studies does not always indicate their relative value.

---

[12] [John H. Powell and Lois V. Given], *The Debates of the First Federal Congress, 1789-1791; a Survey of Materials. A Report on a Preliminary Study Submitted to the Rockefeller Foundation, 1946* (Philadelphia, 1946. 76 pp. Lithoprint).

[13] General Services Administration, *Annual Report on the National Archives and Records Service, From the Annual Report of the Administrator of General Services for the Year Ending June 30, 1952* (Washington, 1953), pp. 69-70; *American Archivist,* 16:180-181 (April 1953).

The value of imprints *per se* associated with manuscript records won widespread recognition through the expanding avocation of the late Douglas C. McMurtrie, who issued facsimiles of rare American imprints and compiled numerous lists of them indicating their location in American and European repositories. He became director of the American Imprints Inventory, a project in the nation-wide Historical Records Survey of the latter 1930's, and his enthusiasm gave spark and zest to this undertaking of the Works Progress Administration. Experience repeatedly confirmed his assertion that some of the rarest broadsides, pamphlets, and newspapers are to be found among manuscript records. During the compilation of the *Virginia Gazette Index, 1736-1780*, a project of Colonial Williamsburg, a few issues of the newspaper, hitherto unknown, were found among the Colonial Office papers in the Public Record Office.[14]

Another condition that links the manuscript with the imprint is the marginal and other handwritten notations found in the latter. It is not unusual for owners (and borrowers) of books to write in them. What they jot down may be of considerable significance to the scholar, and the curator's scholarly proclivity will keep him on the lookout for such marginalia. By way of illustration we can cite Washington's practice of recording some of his diaries on blank leaves bound into almanacs; or the identification of books in Jefferson's library by means of the capital T which he was wont to prefix to the "I" (for "J") signature in his copies and the capital J he inscribed after the "T" signature.[15] The genealogical record written in the family Bible is a common example of association of manuscript and imprint; and we should be grateful to those publishers who inserted between the Old and New Testaments blank leaves with a printed form for the convenience of the family scribe.

Classification of historical manuscripts into a few broad categories in terms of archival definitions, with due allowance for the inevitable exception to every rule, leads to the conclusion that numerous bodies of historical manuscripts are really archival records under an assumed name. Many a divorce and break of custody have occasioned a change of name, but the disguise does not effect a change of character. It is the inherent archival character of most historical manuscripts that is their most important attribute, and the value of imprints is often greatly enhanced by such archival association. While it is highly desirable that organizations should maintain their own archives if adequate facilities can be provided, and thereby serve the long-term objectives of historical research along with their own direct needs, the libraries of colleges and universities, of historical societies, and other similar research institutions will always be indispensable for the preservation of historical manuscripts. Many of these, *alias* archives, are thus assured their only chance of survival. For the reputable curator of historical manuscripts must be an archivist at heart to do his job well; indeed he is a kind of multiple archivist who succeeds best by the versatility of his relations with scions and relicts, heirs and heiresses, collectors and dealers, historians and antiquarians, and, not least, with Clio herself.

---

[14] The *Index* was published in 1950 by the Institute of Early American History and Culture, Williamsburg, Va. About two years later 20 unique issues of the *Virginia Gazette* came to light among some family papers in Denver, Colo.

[15] John C. Fitzpatrick, ed., *The Diaries of George Washington, 1748-1799* (New York, and Boston, 1925), 1:ix, xv-xvi; E. Millicent Sowerby, comp., *Catalogue of the Library of Thomas Jefferson* (Washington, 1952-), 1:xii.

The Archivist's Role in Records Management

By ROBERT A. SHIFF[1]

National Records Management Council

THE functions of the archivist and records manager are not only closely related but, in many instances and to a growing extent, they are interchangeable. In fact, it is a little difficult to separate them. Christopher Crittenden, in delineating the duties of the archivist in an address to this Society in 1948, came to the conclusion that records management is within the province of archival science. Indeed, the experience of the National Archives and other archival agencies seems to indicate that it is extremely difficult to draw an arbitrary line of distinction between archival and records management functions. And yet, although these functions are so indissolubly associated, it frequently seems convenient to separate the two.

Wayne C. Grover, in his address to this Society in 1950, suggested that we might consider both areas as parts within a major professional field now grown large enough to demand specialization. The touchstone for dividing archivists from records managers usually is given as a difference in their qualifications. The archivist must have some scholarly background in history or the social sciences in order to enable him to deal suitably with his material. The records manager, on the other hand, must have some background in business administration and administrative problems.

We in the National Records Management Council simply have not been able to maintain any viable distinction between archivists and records managers. We find it necessary to be both archivists and records managers at the same time. Because of our corporate name, however, we tend to prefer the terminology "records management" and "records manager."

The field of records management evolved from the archival profession. The records manager was originally an archivist, and it was his training as an archivist that started him along the road of his allied vocation. Now, however, records management has become a new profession, and we are trying to help maintain the original balance of emphasis between archival science and records management. Actually, it is true that far too many records management practitioners are not carrying out this balance between paperwork control and selective records preservation. We know that the records manager (particularly in business) is not always aware of his archival responsibilities. This serious defect should be overcome. Through its activities in research, education, and advisory service the council has tried to develop in business and government a lively interest in the need for and the benefits of selective records preservation. In order to promote the preservation of business records and to advance the interests of the archivist and the businessman, we take the following approach:

---

[1] This paper by the president of the National Records Management Council was read at the annual meeting of the Society of American Archivists on October 10, 1955, at Nashville, Tennessee.

> Industry today is well into an era of maturity and thoughtful responsibility. It can now draw upon a past rich in events and accomplishments. The business community rightly takes pride in its achievements and in the people who have made these achievements possible.
>
> It is gratifying to note the rising interest in business history and, more particularly, the increasing concern for business records which help document the activities of the business community.
>
> The story of American business, business leaders, and business thinking needs to be told. The preservation of key records and the development of business histories will help meet a critical need for scientific documentation and recorded experience in this field. Business archives and history can pay fitting tribute to industry and to men of achievement by preserving an unbroken chronicle of their accomplishment. Business records and history can guide management and endow it with a treasure of corporate lore and experience.

Industry is beginning to get its record on the books. The steady increase of interest in business history is reflected in Dun and Bradstreet's *List of Business Histories and Biographies*, which enumerates over 900 titles received in the firm's library. Approximately two-thirds of these have appeared since the end of World War II, although many are only brief pamphlets or illustrated brochures containing little more information than biographical sketches of executives and descriptions of products and services. Nevertheless, since 1945, there has been a significant growth in the production of book-length business histories, many of which have been prepared by competent historians.

Recognizing the need for re-examining the current role of the business community, several leading universities have instituted training programs in techniques for research in business history, archives administration, and records management. In addition, many professional organizations have come into existence in order to promote and meet the need for business history. The Business Historical Society has pioneered in this field, and a number of specialized societies are emerging: the Sheraton Group, the Cotton Textile History Group, the Chemical Industries Group, the Petroleum History Foundation, and the American Forest Products History Foundation. To some extent this growing interest in business history is a corollary of the modern emphasis among scholars on economic and social history. In addition to the interest of scholars, however, companies and businessmen themselves are beginning to recognize the need for business history, both as a contribution to knowledge and as an important public relations activity.

The rising interest in business history has brought with it increasing consciousness of the importance of preserving business papers. State historical societies, university libraries, and private libraries have attempted to devote more attention to the preservation of business records. The Library of Congress and such public libraries as those of New York and Detroit stand out in this respect. The libraries of the universities of Virginia, North Carolina, Kentucky, Louisiana, and Michigan have attempted to collect and preserve business papers. Harvard University has made a notable contribution by founding the Baker Library, which, to the limit of available facilities, seeks to house the records of American business. The older private libraries have not progressed too far in the collection of business papers. In Chicago, however, the Newberry Library has made a significant contribution by collecting railroad records.

The scholarly societies have been actively urging the preservation of business papers. The American Council of Learned Societies, the Social Science Research Council, the American Library Association, the Business Historical Society, the American Historical Association, the Economic History Association, and the Society of American Archivists have been stressing this subject for the last quarter century. The problem of "educating" business to the value of its papers and the admonition to records managers "not to throw away too much" are recurring themes in other society conventions and publications as well as in our own. In a growing number of instances business has set up its own archival establishments. The Ford Motor Company Archives, the Firestone Archives, Dupont's Eleutherion-Mills-Hagley Foundation, the Edison Foundation, the George Eastman House, the Winchester Archives, the Mayo Foundation, and others have all evolved in the last fifteen years to provide responsible custody for the papers of companies, businessmen, and leading families in the business community.

We are witnessing, then, a spirited awakening of interest in business history and in the papers of American business. The primary reason for this interest is that the history of late nineteenth and twentieth century America is so uniquely a history of business. The role of the businessman in the development of America has been of singular and growing importance. Thomas C. Cochran, among many, has rightly observed that contemporary Americans have accorded higher importance to practical men of affairs than to priests, philosophers, teachers, or artists. This means that the businessman and the politician are normally our popular leaders. In addition, the role of business enterprise has been great. It is America's economy and productivity, more than any other factors, that assure our leadership today. Both our friends and our enemies consider us a "capitalist society." Since the Civil War, our base and our orientation has been industry. It would be difficult to understand the history of the United States since 1865 without some understanding of the growth of our system of free enterprise.

The business ideology has also played its role. Americans have grown accustomed to thinking of themselves as a nation of businessmen. Marxists have found to their chagrin that our farmers are businessmen and not peasants, our white collar workers consider themselves businessmen, our labor organizations want to "do business," not to destroy the system. We all demand that government be run like business and we even insist that our charities be run on a businesslike basis. In short, as a nation, we think like businessmen, and we think we are businessmen.

The concern for business papers has come into sharper focus because it is long overdue. We have been remiss about preserving a record of this important part of our heritage. Business history, until recently, has been all but ignored. Historians have been, in the past, too Europe-oriented, with primary emphasis on soldiers, politicians, and ecclesiastics. This attitude tended to rule out the "recent" or the "new" as insignificant. Businessmen themselves, in some measure, have been to blame, for they have cultivated anonymity. They have been "men who spoke little and did much," and they have frequently considered their own papers as unimportant. Collectors have seldom been attracted to business records on esthetic grounds, for there is no intrinsic quality in business papers to make them appealing in and of themselves. They have no literary value; they are frequently dull and repetitive; often they are too technical to be generally understood. Until recently, the neglect of business records has been manifested by extensive storage in attics and basements and their destruction without benefit of selective preservation. The growing need for recorded experience has now, however, placed new emphasis on records preservation. The archivist is being joined by (and in some cases transformed into) the records manager. Business papers are now not so "new"; and, perhaps most important, the businessman has come to recognize the value of his own papers.

In the final analysis we must rely upon this last factor — the modern businessman's urge to preserve and organize his papers — for, after all, the papers of business belong to the business. Aside from the urging of scholars and professional societies, then, the businessman is finding it increasingly important to preserve his papers.

Business records are important for proving the case of the businessman. We have passed through a long stage of mass social-protest movements in the late nineteenth and early twentieth centuries. These movements have left us with a changed climate of opinion. As a society we are now deeply concerned and frequently preoccupied with economic and social matters, and we logically turn to examining the fundamental relationships underlying the social-economic framework of our society. In the context of a free-enterprise system, the public spotlight is turned on the businessman. The businessman's traditional reticence in such a situation has frequently led to unenlightened attacks on the business community. The businessman's reputation has often emerged needlessly tarnished simply because of misinformation or the absence of information.

The businessman is beginning to appreciate that adequate documentation will prove his case. He does have a case, but it has not been presented too well in the past and will never be presented so long as he allows the public to gain its information solely from newspapers and public hearings. He is now learning to organize his papers and to preserve them in continuity so that he can document his case.

But historical records are also valuable to business for internal reasons. Increasingly, the businessman is finding that the fund of his organization's recorded experience is an asset as surely as an item on a balance sheet, casting its shadow over income and costs. It is the memory of the organization with regard to the success of past policies, the solutions of past problems, and the precedents evolved through day-to-day operations. The businessman's problem is to organize this experience so that it can be used — to serve up the past in a form that will aid present executives.

To a certain extent, business interest in preserving records is due to that pride of achievement referred to earlier. As the business community matures and with the cumulative development of our American heritage, there is a conscious and justifiable pride in the achievement of industrial America. The individual business organization is coming to feel that it is a part of this development. Government, too, has played its part. Whether he likes it or not, the businessman must now be able to reconstruct his past to cope with the ever-increasing tax and other governmental regulations.

Granting, then, that the need for the preservation of business papers does exist, and granting that there is at least an increasing recognition of this need, we are still faced with an immense technical problem — the problem of bulk. Business records in any age are more voluminous than private papers simply because of their intrinsic nature. They must provide a complete record of many transactions, and they must provide strict accountability for all phases of an operation. Unlike *belles-lettres* or private records, business papers must encompass a vast amount of detail on a daily operating basis.

Modern business records pose a particular problem with respect to bulk. The sheer size of business today is such that effective control over the enterprise requires a large bureaucratic superstructure. The need for predictability, the large volume of business, the routinization of functions, and the control over vast armies of personnel dictate the necessity for an integrated and rationalized bureaucracy to control operations. This formal government of modern business fosters an almost overwhelming flood of minutes, memoranda, and reports.

In addition, the elaborate accounting procedures now evolved for costing, budgeting, depreciating, and auditing give rise to a mass of material, much of which is of short-term value only, and most of which has to be interpreted before the layman can understand it.

The introduction of mechanization into the office, bringing the typewriter, the business machine, and all the modern paraphernalia for duplicating records, has stepped up the volume of records.

Today automation and electronics have replaced the glamor, terror, and publicity associated with technocracy of the early 1930's. Although electronics in the office is making great strides in the achievement of speed and economy in paperwork or data processing, it does not appear to be cutting down on paperwork. On the contrary, the rate at which records are produced is actually accelerated. For example, one of the new electronic typewriters is faster than 300 secretaries, turning out 1,800 characters each second. This machine can fill a page with 120 columns of figures in about 10 seconds. This means not less but more paperwork, more people to read and process the paper, and more filing space and equipment to hoard and board the records. These developments have given rise to a situation wherein an overwhelming mass of material is produced each year. Most of the paper created is of ephemeral value and much valuable information regarding decision-making is never recorded, for decisions are made in telephone conversations and in informal conferences.

Confronted with this mountain of paper, the businessman has four problems to solve: (1) how to save records of administrative, legal, or historical value; (2) what to save for administrative, legal, or historical purposes; (3) how long to save records of administrative or legal importance; and (4) how to know whether or not enough is being saved for historical purposes. The businessman's answer to any or all of these questions must be conditioned by the factors of cost, protection, and convenience. These factors must somehow be balanced to produce a solution to the problem that will give the organization a maximum return for the money expended.

Business organizations have not been uniformly successful in solving the problem of bulk. Unfortunately, the businessman makes far too much use of what we might term the "sporadic" approach. The cycle of the sporadic approach runs through three stages — (1) papers are accumulated in a storage room until they become a hindrance; (2) someone is normally delegated the unpleasant task of sorting and throwing out everything in the back row that is not "valuable" (this frequently amounts to throwing away everything but the general ledger, the general journal, and the audit reports); and (3) space released by this operation is used for storing the unsorted material currently being transferred from offices. The sporadic approach frequently leaves only papers that are historically insignificant and almost invariably leaves only fragmentary documentation.

Some business organizations, seriously interested in the historical value of their records, have, in the past, tried a second approach. Beginning in the early 1920's many companies have deposited their papers with collecting agencies interested in the preservation of business records. Presumably, this solution should cost the company nothing and should solve its records storage problems. In addition, the papers should be better cared for by an institution specializing in such matters. As a matter of fact, however, this solution has often displayed certain grave disadvantages for both the donor and the repository.

For the donor, it involves splitting up his papers. The papers likely to be used are maintained in the company while papers of considerable vintage are transferred to some other agency. This means that the donor must still provide for maintaining some historical papers, while, at the same time, he has decreased their use value and relinquished control over the remainder of the papers by releasing them. The opinion of the businessman as to the inconvenience of such a split is illustrated by the fact that some companies are now asking Baker Library at Harvard University to return the papers once deposited with that agency.

For the repository, the "gift of papers" approach involves a very considerable cost with little return. Libraries are now so crowded that they must carefully weigh cost and space factors in accepting papers. Business papers do not usually meet library standards, for they require a vast amount of space and yet are referred to with comparative infrequency. The housing provided by most collecting agencies is simply too expensive for business papers. For example, the New York Public Library, which realizes the value of business papers, now finds it difficult to accept such papers.

The objections of donors and repositories have in fact become so strong that business organizations have turned to maintaining their own papers. The change from making gifts to the creation of company archives has become so widespread that writers in the field of business papers, such as Arthur H. Cole of the Baker Library, almost invariably note it. Oliver W. Holmes of the National Archives even goes so far as to establish the year 1938 as the date of the change. The Firestone Archives, established in 1937, is the prototype of later company archives. During the last 15 years, there has been little giving of business papers to collecting agencies while there has been a comparatively great emphasis on the creation of archival establishments by business to house its own papers.

Most business organizations will gladly preserve their historical records and do it properly if only we can show them how it can be done economically and efficiently, without any considerable enlargement of overhead or nonproductive functions and with tangible benefits. The National Records Management Council is trying to do this by integrating the control over historically valuable records into the entire records control program. A council installation normally includes inventory of all records in all locations; appraisal of all records to determine their value for administrative, legal, research, or historical purposes; scheduling the flow of all records from the standpoint of controlled disposition; the establishment of a records center or archives; the establishment of an archival evaluation and control program; and the appointment of an archivist-records manager.

In other words, we are trying to build archival values into the record-keeping activities of American business. We call the archival program thus established "Operation Time Capsule." Basically, operation time capsule is a technique for preserving the corporate memory. It attempts to eliminate the needle-in-the-haystack character of modern historical records. It tries to exhume the few historically valuable records from the tons of dross in which they are buried. Yet it goes farther than this, for it also provides guidance in documentation. It attempts to fill in the gaps in the records now produced. Further it attempts to fill that very glaring gap in modern business records — the why and the wherefore. Our records tell us what was done, but they rarely tell us why or how. Obviously, the how and the why are the really significant part of the story for guiding future policy and somehow we must get these categories of information into the record. Time Capsule relies to a great extent on the documentation already in existence, but it also favors the creation of new records where obvious gaps exist. In this latter respect we can frequently use the new mechanical monsters by simply making them give us the proper summaries of all the detail they digest. In some cases we must rely on oral history or on written memoranda (prepared with a high degree of objectivity) to fill out the reasons and the reasoning behind decisions.

Time Capsule must be an administrative service. It must be able to answer questions. It must be able to serve up the past in a form that will aid the present. Like any other living idea, Time Capsule is not now a completed concept, but it is one that is in a high stage of development, and it is one that we are actually using. Such a concept, furthermore, requires a great deal of empiricism. For example, we have applied this concept in two polar cases. The first case was the examination and evaluation of the papers of a prominent individual in the business world, a man of great means, who now has an archivist-records manager on his staff. The second case was the installation of a controlled record-keeping program for a house trailer manufacturing company in the Middle West. Not only does the company have no archivist; it does not have a central files, a records manager, or even a file clerk in charge of old records, and it did not have a records center until we helped establish one. Obviously, we could not use the same approach to these two problems. Yet we have tried in both cases to arouse the same concern for the selective preservation of historical documentation.

There are some who contend that because the archivist serves the scholar and the records manager serves the administrator, the two functions require different disciplines and therefore cannot be fulfilled by the same person. We do not believe that this is uniformly true. Certainly, if it is true, then most of the business world will remain outside the sphere of archival influence. Few companies, if any, can reasonably maintain two separate positions, one for an archivist and one for a records manager. If we are going to have a general archival and records management consciousness in business it must be in conjunction with the ability of the archivist or the records manager to serve the combined need. The National Records Management Council seeks to serve simultaneously the interests of the archivist, management, and the historian.

REPAIR, PRESERVATION, and PROTECTION OF DOCUMENTS

For the utmost in preservation and protection of valuable books, newspapers, records, and other documents, we suggest that they be laminated with Cellulose Acetate film. This film is transparent, thin, tough, and flexible and will not discolor, crack, or peel with age.

This firm is equipped to process documents by a method similar to that used by the National Archives and the Library of Congress. No adhesives of any kind are used and leaves up to size 20 x 24″ can be processed.

A copy of our sample booklet and price schedule will be gladly sent upon request.

THE ARBEE COMPANY
95 Summit Avenue
SUMMIT, NEW JERSEY

Defense of Archives Against Human Foes

By ROBERT H. LAND[1]

Library of Congress

THREE years ago the Library of Congress issued a bibliography entitled *Safeguarding our Cultural Heritage . . . in Time of War*. This suggested, as an appropriate title for this paper, "Safeguarding our Cultural Heritage . . . in Time of Peace," because I was not asked to discourse on the harm done to records by human enemies when they are national enemies and when their havoc is incidental to military action. Neither is it concerned with the baleful influences of such natural or unnatural peacetime enemies as fires, floods, insects, mice, sunlight, dampness, dryness, heat, cold, dirt, dust, bacteria, acidic pollution in the air, and low grade paper. Its concern is with the direct destruction or abuse of documents (whether knowingly or innocently performed) by human beings. There have been far more papers intentionally sacrificed on the altar of Vulcan than have been accidentally burned, and many papers said to have been sacrificed on the altar of Mars were harmed by soldiers not acting in the line of duty.

I am using "archives" in the broadest sense of the word, as it is applied in reference to all of the historical papers in the Adams Manuscript Trust or in the Franklin D. Roosevelt Library. It has seemed apt in treating the enemies of archives to use the idea of warfare and to divide this paper into two parts and in allegorical manner to discuss, first, the enemies a document or body of documents might encounter before reaching the safety and protection of a citadel. This fortress, of course, would be a repository, whether one of the two great national repositories (the Library of Congress and the National Archives), some other public institution, a State or local archives (or historical society, library, or museum), a university or college library, or an independently endowed library, such as the Huntington. The staffs of such institutions would be the guards under orders to defend their holdings. The second part of the paper then would deal with the measures taken and stratagems devised for the defense of archives against the various types of sieges and assaults made upon them by their human foes. In considering their human foes, I was even inclined to attribute to documents characteristics of living beings. (Are they not said to "live" and to "speak" to us? Were they not called "living organisms" by Mr. Radoff in his presidential address?) I realized, however, that I was here straining to create an illusion and had to admit that a poor defenseless document could not tell a human friend from a human foe and that the survival of the "fittest" was surely a matter on the lap of callously fickle gods.

---

[1] This paper, in a shorter form, was read at the annual meeting of the Society of American Archivists at Nashville, Tennessee, on October 11, 1955. The author is assistant chief of the Manuscripts Division, Library of Congress. Comments of two members of the panel that discussed Mr. Land's paper follow this article.

Having abandoned this idea, I still planned to handle the subject in two parts: documents in private though perhaps corporate hands and documents in repositories. It was with considerable reluctance that I came to discard this plan also. I regret this, too, for your sakes because the deleted portion of my paper was by far the most, if not the only, dramatic part. In preparation to write it, I began to absorb the lore of manuscript enemies from Biblical times to the present and I found numerous and harrowing illustrations of their methods and their devastations. I meant to regale you with these and only refrained from doing so when I realized, almost too late, that this was not the subject assigned me. I was asked to speak about defending archives, not to describe their human enemies. You must know their foes in order to protect them. Having fully dissected the enemies of papers privately held, however, what can you say about defending them, short of getting them into a repository? It seems futile to characterize the various types of enemies, if the only means to protect documents in private ownership appears, over and over again, to be to educate those who, by happenstance, may have them even momentarily in their keeping. The pedagogic requirements, to be effective, are hopelessly insuperable because of the wide disparity in the characteristics of these enemies ranging from religious zealots to unconscionable forgers, from brilliant scholars to ignorant housemaids, from collectors with delicate sensibilities to second-hand furniture dealers with indelicate sensibilities, from efficiency experts to inefficient file clerks, from royalty and the families of Presidents to butchers, bakers and candlestick makers, and from censors to grangerizers. In truth, the danger points are so numerous that there is no assurance that papers in private hands will be preserved, even for the owner or his heirs, unless they are placed in a repository equipped with proper facilities and staff. Even then, we know they may not be out of harm's way and the problems of their protection from that point on are enough to occupy us today. Indeed, even in this area, there are aspects of the subject on which I shall not discourse. It might be well to epitomize these to forestall a possible criticism that I have unintentionally overlooked them.

To return for a moment to the allegory of war, we know of the fifth columnists and of the feelings of jealousy and distrust frequently experienced among allies. Repositories then may be called allies and, if jealousy and distrust do not exist among them, competition and rivalry certainly do. This reminds me of an article published 18 years ago in a library journal that yet enrages many in the library profession. The very title of this provocative piece by the late Randolph G. Adams, director of the William L. Clements Library, suggests the high words he used in chastising his fellows: "Librarians as Enemies of Books."[2] Some of the barbs that Adams directed at librarians could be aimed with equal force at archivists and curators. I say this not to stir up controversy or to create bad blood. Without weighing the relative merits among varying custodial policies, procedures, and practices, but considering the friends of archives to be those who insure their physical safety and make them readily accessible to all qualified searchers, I wish briefly to suggest some areas in which curators might be enemies of archives:

1. Curators should give good counsel. When prospective donors of collections confer with repository officials it provides an occasion: to abstain from accepting material which should be directed to a more appropriate repository; to advise against the dispersal of a collection among repositories and to decline accepting part of a collection when it is known that the major portion already has been placed in another repository; to caution against the reckless weeding of the collection; to secure freedom of access for all serious investigators or to recommend only a reasonable period of restricted access with a definite terminal date for materials of a very personal nature or of possible embarrassment to living persons, and to urge that permissions of access be not then arbitrarily denied or not limited solely to a favored user; and to secure a dedication to the public of such literary rights as the donor possesses in the collection. If curators give bad counsel on these matters, should they not be called enemies of archives?

2. Curators should maintain proper safeguards. An erratic acquisition rate, which in many repositories cannot be controlled, may mean the accumulation of vast quantities of unorganized materials ripe for pilfering without risk of detection. If curators permit readers to use or staff members to have access to such materials without special precautions to safeguard them, are they not foes of archives?

---

[2] Randolph G. Adams, "Librarians as Enemies of Books," in *Library Quarterly*, 7:317-331 (July 1937).

3. Curators should not split up collections. Those who, without reference to provenance, heedlessly split up collections or create miscellany collections or add materials to wholly different collections can cause endless trouble for their successors in office and misunderstanding and misinterpretation for an unending line of investigators. One authority has expressed the view that the worst human enemies of archives are those who ignore the basic doctrine of *respect des fonds*.[3]

4. Curators should exercise great caution in weeding, pulping, and making collections difficult of access. There are some who would quibble at any new development, but many would proscribe as enemies of archives those who advocate that records be preserved by microfilming them and then destroying the bulky originals; or those who ruthlessly purge records, deciding in haste (but for all time and eternity), what is of value to the historian here and hereafter; or those who determine on the basis of service requests to rusticate or sequester classes of records.

5. Curators should appreciate the value, meaning, and use of collections. To use a phrase of Adams, repository administrators might be ascending "into the heaven of efficiency," having had all feeling and sentiment trained out of them. The size and complexity of repositories have meant that administration has become a full-time and all-demanding occupation. The inevitable result is that some in authority — especially those never having served an apprenticeship as investigators and not always understanding the consequences of what they are doing — are so largely concerned with budgets, enlarged staff and personnel matters, facilities for public service, air-conditioning, statistical analysis, or processing activities that love of, and enthusiasm for, manuscripts have been crowded out of their temperaments. Can those who still feel that enthusiasm — collectors and specialists, whose intimate knowledge and appreciation of the value of documents have been gained by their application to scholarly pursuits — be blamed for calling such officials enemies of manuscripts?

6. Curators must be impartial. Should we be surprised when a disappointed scholar, denied access to or full use of material, censures as an enemy of archives the curator who withholds it for exclusive exploitation by himself, by a colleague, or by some favorite?

These questions suggest the areas in which the relative merits of repositories or curators might be debated. Another similar matter of concern is whether greater benefit will be derived from the concentration of important collections in Washington or from their decentralization throughout the United States. In this connection it seems ironic that the principal promoter of the establishment of the National Archives, John Franklin Jameson, stood firmly for concentration. In regard to the Harding papers, he commented in 1929:

---

[3] Francis L. Berkeley, Jr., to Robert H. Land, Sept. 9, 1955, in correspondence file, Manuscripts Division, Library of Congress.

> There is no doubt something attractive about the notion of placing the statesman's papers in a building especially erected to commemorate him, but as a matter of fact experience shows that papers thus placed are used only sparingly. It is thought that they can be conveniently used for his biography, but even for that purpose their location is less advantageous, for the biographer of a president needs constant use of the papers of other public men, his contemporaries and of a great collection of books.[4]

About the Hoover papers, in 1933, he wrote from the Library of Congress:

> As things are now, the serious student is almost obliged to come to Washington, and to the millions of manuscripts for American history in this repository, and this will still more be the case when the new National Archive Building is completed and its contents are available to their use. To have the papers of a president stored elsewhere is to cause them to be little used by the future writers of history, in comparison with their use if they are preserved here, along with the papers of other presidents and other contemporaries in public life.[5]

It is, however, even more ironic that a document of greatest prestige at the National Archives, the Declaration of Independence, indicts George III for having "called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their Records, for the sole purpose of fatiguing them into compliance with his measures."

Since I am not attempting to draw distinctions among repositories, you may think that I have now worked myself completely out of giving a paper, that there is little left to speak of. Yet there remain matters for an impartial treatment of the defense of papers already in a repository, papers which it has decided to retain, which it has repaired, which it has organized for use, and for which it has compiled finding aids. Who are the enemies of such records; how does the repository protect them? Unlike the document itself, the archivist, who may not be able to distinguish friend from foe, is still not without defenses. The human enemies are either members of the staff or persons from outside. The size and complexity of the staff and the clientele served are determining factors in establishing safeguards. For endowed institutions that have a staff made up of especially trained authorities and a small clerical and maintenance force and that limit service to a select number of well qualified scholars of known identity, it is possible to enforce only a few formal rules and yet observe strict security measures. Their holdings are exactly cataloged so as to provide ready identification and quick means of discovering losses or abuse. It is easy for them to take frequent inventories and to serve material singly or in small units. For many public repositories, however, the situation is quite different. Their staffs include a variety of grades, with much of the work of accessioning, arranging, boxing, and shelving of records in the hands of nonprofessional employees and with many clerical and maintenance assistants. Their holdings are maintained in large groups difficult to inventory and are served to readers in boxes or folders so that it is hard to detect missing or damaged items. The clientele of public repositories is more numerous, and it includes persons who arrive unannounced, with no experience in handling original records but with legitimate reasons to consult them. The manner and degree of protecting these large collections and of supervising their users can vary greatly.

---

[4] Correspondence file, Manuscripts Division, Library of Congress.

[5] *Ibid.*

There is a striking characteristic common to both staff members and outside investigators. Persons impressed with the importance of the work on which they are at the time engaged and hurriedly bent upon achieving the best possible results in the shortest space of time and with the greatest saving of energy are frequently careless in their handling of manuscripts. If a document is of immediate use to them, whether it be for an exhibit, a photocopy, or a quotation, they apparently think it can serve no more noble purpose and are oblivious to any concern over its subsequent fate. This is the only way of accounting for the inexplicable handling of manuscripts by persons of whom you would expect sympathetic compliance with all regulations for preserving them.

As indicated, those on the staff who appear to be most susceptible to such an inimical trait are photocopyists and arrangers of exhibits. Special safeguards are necessary to protect material in their hands, and a careful collation should be made of material returned after their use. (I mention this hesitantly because it may be taken to reflect on staff members at my own institution, whom instead I can compliment for meticulous adherence to our standards. Again, as in all of this section, I speak without personal reflection.) There are also staff members or board members who are, or who consider themselves to be, privileged characters and demand that favors be granted in behalf of themselves or those whom they wish to impress. They are incapable of realizing that rules and regulations were meant to apply to them or to their friends. You must parry their requests, limit materials placed in their hands, and insist that the official in highest authority assume responsibility for making exceptions for these people of self-appointed importance. There is a difference between them and the official who knows when it is in order to request or to make an exception to a rule and when exigencies demand prompt decisions.

Repositories may also have in their employ those too rapid workers, careless of detail, inaccurate, and tending to an attitude towards papers wherein familiarity breeds contempt. Some seem never to have made the record note required or returned a document as or when or where they should. Others mean well but lack judgment or may have blind spots or rank prejudices. It is requisite to hold these employees to a high standard of performance, always to correct and call attention to their errors, and to exercise close supervision and review of their work. You do not have to encourage the incompetent to remain on your staff and you can permit them to resign to accept more promising offers or more congenial positions. People do change, or at least they begin to exhibit traits not discernible at the time when they made application for archival work and showed bright promise and a real affection for manuscripts. Or do they, in handling inanimate objects, seek release from their anger with animate objects? Some have been known to move speedily from an institution guarding records into an institution guarding persons, but with them it will require the advice of a psychiatrist to stipulate preventive measures.

Lastly, the staff member most inexcusably an enemy of archives is the one who came meaning to steal or the one with a weak character for whom temptation proved too great. I shall cite a sad case at the Library of Congress that made the headlines in 1897. Early the year before, Louis McKenzie Turner, a music clerk in charge of the Music Division, and Philip McElhone, a copyright clerk, began breaking into the private office of the Librarian of Congress, then in the Capitol, after hours and on Sundays to steal manuscripts. The lock on the door was a very poor affair, easily manipulated with any old key when applying a little pressure. The Librarian on first discovering the thefts, largely from the Peter Force collection, did not know whom to suspect among his 42 employees, any one of whom could have got to the papers. The two thieves over a period of several months went repeatedly to the office and abstracted hundreds of valuable documents of the colonial and revolutionary periods — mainly Washingtoniana, including his orderly book of the Braddock expedition and his diary for 1787, a number of Benedict Arnold and John Hancock letters, and letters of Thomas Paine, Nathaniel Shaw, Benjamin Franklin, Ethan Allan, Thomas Jefferson, John Jay, John Adams, Lafayette, Robert Morris, Israel

Putnam, and others. These they sold to dealers and collectors in New York, Philadelphia, Baltimore, and Washington. The Secret Service recovered all of the stolen documents through the aid of Turner, who turned state's evidence, and the cooperation of the purchasers. McElhone was brought to trial and convicted in May 1897. The statement made by Turner described a brazen collaboration in thievery and his habits of betting and gambling.[6] This experience taught us to doubt our fellow man, particularly if he shows evidence of playing the races or living beyond his means. It indicates also that "all out" efforts must be made promptly to recover misplaced materials, to discover the cause of error in replacing or damaging documents, and to make each such instance a lesson for future guidance. It is bad to be suspicious of an employee's honesty in handling documents; it is far worse not to have your doubts resolved.

We have noted that the same tendencies in staff members and in our clientele make persons enemies of archives. If by the nicest definition, a scholar could not be an enemy of archives, then our reading rooms receive those who come in the guise of scholars, but who must be something less than true. Have not all of us been shocked by the shameful manner in which authors of repute have marked documents, folded them, disarranged them, and treated fragile material as insensitively as you would wrapping paper? Have not absent-minded professors made you doubt they ever had a present mind? Would not some actually have filched documents, but for the fact they could not then serve their purposes of documentation? I personally seem to have given mortal offense to a professor not long ago, when I told him I hoped that he would in future be more lenient with his students who failed to follow his directions. Having dutifully agreed to preserve the existing order of the papers he was using, he was, in working with a box with folders of loose papers in perfect order, placing at the end of each folder the documents he selected to serve his purpose. When he finished reading the entire contents of a folder, he would stop and at one time take all his notes from this residue cache. Upon completing his note taking, he promptly closed the folder, leaving its contents in the disorder he had created. He had not realized that this practice, so convenient to him, would be considered an infringement of our rule against altering the existing order of papers or that it rendered a disservice to other searchers and to our staff.

If a scholar, by hook or by crook, becomes so privileged a person as to secure the right of sole access to a collection until he has published a certain book or has completed his use of the collection, he will invariably delay until the last possible moment permitting its use by others; but it never occurs to him that he is a foe of archives.

---

[6] Library of Congress archives, Manuscripts Division, Library of Congress.

Some repositories must serve documents to innocent, inexperienced, and dull-witted persons. While they mean no harm, their lack of research ability and appreciation for manuscripts can be dangerous. Then there are the crackpots, zealots, and perverts, who may be grouped together because their harm to documents is of a similar pattern. With plausibility they establish a need to consult manuscripts. Then, all the while sustained by a sense of justice, satisfaction, or righteous indignation, they craftily proceed to remove and secrete for themselves documents that support their cause, mission, or conviction or that delight their disordered minds; or they proceed to damage or destroy that which offends them. Such people, however, are more often caught in the act of stealing or damaging material than another more cunning enemy of archives — the thief who comes with criminal intent. The defenses against both are the same: close supervision over readers, early detection of losses or mutilations, and intelligent detective work; but for the latter enemy there is required cooperation from dealers and collectors. The thief may also be one and the same with yet another type of archival enemy — the forger; and he, with book thieves, represents "the aristocracy of the literary underworld," the brainiest of all criminal types, who combines adroit craftsmanship with astute erudition.[7]

Thieves have operated, not always with immunity, against some of the most carefully guarded repositories in the world. From these they have stolen rare manuscripts no matter how exactly the documents were foliated or how conscientiously and immediately collated they were both before and after use. Thieves have presented themselves equipped with aliases and false credentials and with accessories and accomplices. What are our defenses against them? An incidental, even fortuitous one, is that our rarest treasures are so thoroughly known and identified that no thief could sell them. They would be worth something to him only if he sold them for what they actually are and as such they are too easily recognized to be marketable. There was an instance, apparently, when a valuable manuscript was boldly carried off for ransom. In 1932, Sir Walter Scott's manuscript of "Guy Mannering" was lent to Columbia University for exhibit by its owner, J. P. Morgan. There were a few visitors in the room where it was displayed and two supervisors were in attendance when, in a moment, it was removed by forcing the lock of the glass case that held it. Before the mystery was solved, the owner recovered it, but by what means he never explained.[8] Exhibits attract thieves because cases often are easy to open and if they are indifferently guarded a thief can spirit away a valuable document without exposing his features to anyone's close scrutiny. Although the Walt Whitman commonplace book stolen in March of 1955 from an exhibit in the Detroit Public Library has been returned, we do not know what motivated the theft.

---

[7] John Cobler, "Trailing the Book Crooks," in *Saturday Evening Post*, 215:101 (Mar. 13, 1943).

Pieces less well-known can be protected from thieves and reclaimed, if found, by having indelible indicia of ownership stamped upon them so that their removal would destroy the commercial value of the documents. Documents are further protected by doubts that a thief may entertain about the speed with which the losses will be discovered and about what information the repository has at hand or can assemble on the missing pieces. Can it describe its losses accurately? Can readers identify them as the property of the repository? Are there photocopies of them to prove their ownership?

Funds permitting, steps that might be taken by repositories to protect their holdings are:

1. Organizing and indexing collections to reduce the wear and tear on documents. Scholars then could call for only the items they need to examine.
2. Providing service photocopies of rare and fragile documents and those involved in controversies. A photocopy will serve as a perfect inventory, identification, and insurance that information will be protected if the original manuscript is lost.
3. Warning readers of the penalties for theft or damage to public property; supervising all use of archives by investigators, enforcing the observance of reasonable rules for safeguarding them, and developing procedures for handling persons apprehended in breaking these rules.
4. Admitting losses — even to the embarrassment of the repository with the public, prospective donors, or board members or other governing bodies — taking steps to recover documents by notifying police authorities and dealers if robbery is suspected. An illustration of this is the 1954 publication of a descriptive brochure of pieces missing from the Walt Whitman collection at the Library of Congress.[9]
5. Examining carefully material of questionable provenance and exercising care in labeling forgeries.

---

[8] *Ibid.*

[9] Library of Congress, *Ten Notebooks and a Cardboard Butterfly Missing From the Walt Whitman Papers* (Washington, 1954).

6. Prosecuting thieves, thus describing them and their methods for the benefit of other repositories.
7. Maintaining records of all investigators and all materials served to each of them.

Some repositories have been reluctant to take obvious steps to supervise readers, to ask them to submit their parcels for examination before departing, and to correct them (particularly if they are well-known persons) in their mishandling of documents. Declining to subject distinguished investigators to possible discomfiture, they are forced to excuse others. It has long been the practice at the Library of Congress to supervise all searchers in its Manuscripts Division reading room and to inspect all cases and parcels taken by anyone from the Library buildings. A staff member also has interviewed each reader before permitting him to use manuscripts and has asked him to read and sign an agreement to abide by the rules and regulations governing their use. In the fall of 1953, a person using an alias and a fictitious identification credential came with a plausible request to consult materials and this was granted. A dealer, who had purchased a stolen item from him, began to investigate it only to learn that it was credited to the Library's collection. When this dealer got in touch with us we learned for the first time of our loss of a dozen documents from the Andrew Ellicott papers. All of these were recovered by the FBI, but thus far the thief has escaped detection.

Although the Division had earlier requested the assignment of a guard, one was not provided until after this unfortunate episode. Now an armed guard from the Library's guard force is stationed on a raised dais in our reading room whenever it is open to the public. We have revised our rules to include his inspection of materials taken from the room. He initials each reader's card in the presence of the reader. Except for keeping a daily record of the time present and the designated table space occupied by each investigator, this guard is under instructions to devote his entire attention to supervising readers, the entrance door to the Division, and the door to the stacks, where no one but staff members may go without an escort. He has definite instructions as to what to do when he observes an infraction of our rules.

We have felt no need to apologize for the guard or for our rules; most of our previous investigators have accepted both in good grace (though with some chiding); and new readers seem to consider them natural. Our rules are based upon the 7 rules recommended in the report of the Ad Hoc Committee on Manuscripts set up in 1948 by the American Historical Association and approved by the Association of Research Libraries in 1951.[10] All but one of these rules is included in 5 of our 12 rules. We included no prohibition on readers' smoking because no smoking is permitted in the part of the building where manuscripts are served, but we adopted the following rules from the committee's recommendations:

1. Use no ink except in fountain pens and exercise caution in the use of fountain pens.
2. Refrain from marking manuscripts and writing notes on top of manuscripts.
3. Preserve the existing order of manuscripts in their volumes or containers and report to reading room attendant manuscripts apparently misplaced.
4. Exercise care in preventing damage to manuscripts and extreme care in handling fragile material.
5. Obtain, before publication of, or from, manuscripts in the Library of Congress knowledge of the libel law and of literary property rights at common law.

The seven rules that we ourselves devised are:

1. Sign the register daily.
2. Handle manuscripts only at the assigned table space.
3. Open only one volume or container of manuscripts at a time except with special permission.
4. Submit to the guard for inspection any briefcase, typewriter case, or any other parcel, book, or notebook before taking it from the room.
5. Bring into the room only the minimum number of such items mentioned in 4 above as are necessary for the effective use of manuscripts.
6. Return all manuscripts to the issue desk before leaving the room for the day or for an extended period, and request the reservation of material to be used again soon. (Note: A reader who plans to leave the room and return within an hour may, under certain conditions, leave manuscripts at his table).
7. Comply scrupulously with conditions on access to restricted materials.

Of course these rules will not preclude damage, disarrangement, and losses, but they will minimize their likelihood. Every reader is seen for identification purposes by at least three members of the Library staff: the person who interviews him and checks his reader's card to determine his identity and his qualifications and need for consulting original sources, the guard, and the issue desk assistant. Each reader signs his name on at least three permanent records: the reader's card, the register, and the call slip for materials. On the reader's card and the register, he is required to give us considerable information about himself.

---

[10] "Report of the Ad Hoc Committee on Manuscripts Set Up by the American Historical Association in December 1948," in *American Archivist*, 14: 229-240 (July 1951); "Report of the Committee on the Use of Manuscripts by Visiting Scholars Set Up by the Association of Research Libraries," in *College and Research Libraries*, 13: 58-60 (Jan. 1952).

If investigators have resented our guard, though only two have actively so expressed themselves, donors have not. His presence has assured them that a gift to us will be protected. It has given us a greater feeling of security than we enjoyed at the time of our last known theft.

Maybe at this point you, like me, will feel that we have wallowed long enough in the seamy side of archival matters. My having talked so long of their foes may make you wonder if there are left any friends of archives. Of course there are, but I was asked to talk only about the enemies. Doing so has not distorted my outlook on life. I know, and I am glad to reassure any who need reassurance, that there are more friends than enemies and that most of the latter are speedily converted when they come to realize the ill effect of their malpractices. It is a propitious sign that the number of those employed in repositories as staff members and as investigators is increasing. These we can reach and these we can educate. There is hope for the future.

Comments by Lucile Kane

No curator of manuscripts could listen to the words of Mr. Land without a sharpened realization of the dangers that hover whenever a collection is opened to public use. When we place manuscripts before a scholar, who through them will add new dimensions to the understanding we all seek in history, we are fulfilling one of the highest obligations of our profession. The documents are for the moment entrusted to him and, fortunately for us, most scholars respond generously to the privilege. The experienced scholar knows that behind the simple statement, "Here are the manuscripts you requested," is a series of circumstances — the confidence of the family which gave them, the skill of those who processed them, and the support of those who pay the bills for maintaining the collections.

In a measure it is a sad subject that we discuss today, for its very presence on the program is public admission that not all scholars feel a responsibility for the materials they are privileged to use, that some of them sin through ignorance, and that some of these have no desire to have their ignorance dispelled — and that not all people who come to us are scholars. In considering his duties to the scholar and to the materials, there can be no doubt in deciding to which the curator owes the greater responsibility. It is, of course, to the materials entrusted to his care.

We are all in harmony, I believe, about the principles of security controls. Thus I turn quickly from theory to the practices of the Minnesota Historical Society. At the society, the major deterrents to less than perfect security are budgetary limitations that deny us the luxury of a guard and a physical arrangement of the department that would put the burden of reading-room supervision on one person. Many of our practices, however, do work for security. Here they are in brief.

Every person who uses our manuscripts signs a register daily, a record that includes his name, his home address, and the titles of the papers he plans to consult. In the list of rules that is handed him, he reads that he may not use ink, that he may not take a brief case or other container into the reading room, and that he must return manuscripts to the reading-room attendant when he is through with them. Students new to us are asked if they have used manuscripts before. If this is their first research experience, we caution them about removing documents from folders, marking passages for copying, and using paper clips to hold pages back. When the searcher opens the file box, he sees before him a printed warning of fine and imprisonment, under Minnesota law, for mistreating documents.

On rare occasions a scholar who plans to work in the collection for a year or so is granted the privilege of using one of the studies next to the reading room, out of the immediate view of the reading-room attendant. Such a scholar must be recommended to us in such terms that doubt is reduced to a minimum. One can never be completely easy, however, in granting this privilege. Recently I discussed this subject with a well-known archivist, whose institution grants stack and after-hours privileges to people who come armed with recommendations. He was disturbed about the ease with which historians have written letters to him, recommending that the bearer, often a student on his first research expedition, be granted the full freedom that would be accorded the most trusted scholar. He felt strongly enough about the lack of discrimination evident in such letters to speak plainly on the matter before an historical association. In this, as in many other areas, there must be the closest cooperation between the historical and archival professions.

After manuscripts are returned to the reading-room attendant, we try to refile them the same day. If little time is allowed to elapse between the time of return and the filing, losses can be more easily detected and the possibility of filing error is reduced. Since we have an inventory of all the volumes in each group of manuscripts, a missing volume can be detected immediately. Not so the loose, uncalendared material in the file boxes. Our only safeguard in preventing the loss of these loose papers is the surveillance by the reading-room attendant.

A few months ago, I was reminded that certain kinds of manuscripts try the will power even of honest men. An avid private collector of early Minnesota autographs came to look at our Henry Hastings Sibley manuscripts. When I opened the folder displaying letters of Minnesota fur traders — signatures that were missing in his own collection — his eyes took on an acquisitive glitter. He picked up a letter with a show of reverence and said, "Please don't turn your back on me."

Because we do have many manuscripts that are particular temptations, we have formed a "reserve collection." In this group are papers of numerous literary and political figures, papers of Washington, Lincoln, Franklin, and others. Some of these items came to us as individual pieces; others are taken from our larger collections. When a letter is removed from a collection, a cross-reference sheet bearing its number in the reserve collection is put in its place. A calendar card is made for each item in the reserve collection. All reserve materials are stored in a special vault. Staff members and searchers alike treat with considerable respect manuscripts precious enough to be promoted to the reserve class.

We long ago abandoned the practice of allowing a stack attendant to help us either in bringing manuscripts from the stack area or in refiling them. The physical labor for the professional staff is arduous, particularly in handling business records. But we have found it less strenuous in the long run than repairing bindings or spending days of hunting for a volume lost in a complex filing system by a stack attendant who thought that at last he had mastered all those catalog numbers.

One of our most annoying and disturbing problems is that for years we have not had a complete reinventory of the collection. Periodically we have inventoried the smaller classifications, correcting misfiling, recording missing items, and noting physical condition. In January of 1956 we shall at last begin the overall inventory. When it is completed, we shall know just how good the society's security controls have been in the past decades. The inventory will reveal, too, documents that need restoration and those that must be removed from general use until they can be repaired. We have already had microfilm, photostatic, and typewritten copies made of some collections that are too fragile to be used by the general public.

I like the optimistic note on which Mr. Land ends his paper. I, too, want to end on such a note. When we have executed our responsibilities to manuscripts to the best of our ability and to the limits of our physical resources, we need, I believe, to unknit our brows and to think often and long about the privileges of working with manuscripts. Last summer, after supervising the packing of some hundred cartons of historical materials in an old house in western Minnesota, I sat on the steps, warm, slightly soiled, and tired, but elated, waiting for the truck that would carry the boxes to St. Paul.

When the truck driver arrived, he looked at me curiously and asked, "You work for the State?"

"Yes," I answered.

"Well," he said, "I suppose that jobs are hard to get."

I agreed with him, but personally I add another meaning to his comment. Jobs such as ours, jobs that — in spite of worries about mutilated or pilfered manuscripts — offer a maximum of continuing pleasure, are indeed hard to get.

Comments by Richard Dunstan Higgins

The problem of providing defenses against human foes has been quite thoroughly covered by Mr. Land's paper and all that remains, it would appear, is the recitation of specific cases involving theft and damage or threat of damage by human beings.

Questions have been directed to me from time to time — with such frequency that I am no longer embarrassed — concerning the theft of certain documents and papers from their vaults in the Archives of Massachusetts. Unhappily, I am not able to answer such questions. The thefts took place some time ago, before my appointment as chief of the Archives Division. Furthermore, the vast collection of material in the Archives of the Commonwealth has never been cataloged; and it is thus impossible to determine the extent of our losses.

With respect to the problem of having the archives cataloged, the present secretary of state, Edward J. Cronin, whose responsibility includes the Archives Division, has made repeated appeals to the legislature to provide at least five persons to be assigned to such work. Secretary Cronin, who has always demonstrated an intense interest in our particular problems, has made herculean efforts to improve the situation.

I can say this, that some documents and papers are still missing and that others turn up at irregular intervals. I must also inform you that the person responsible for the recent thefts from the Library of Congress, mentioned by Mr. Land, caused much consternation in our institution.

Two other episodes come readily to my mind, involving two different problems faced by archivists and librarians in whose custody important records are kept.

Last year, for the first time in history, we removed the constitution of the Commonwealth from its vault in the Archives and placed it on public display in a State House hall near the Hall of Flags. This was done at the urging of the Massachusetts Law Association, which sponsored Massachusetts Heritage Month, a laudable program that did much to awaken interest in our constitutional processes among our school children, lawyers, and many other citizens. In Massachusetts, I might add, we are inordinately proud of our constitution. It is the oldest in the Nation, older than the Federal Constitution. It was placed under glass and vigilantly guarded by a Capitol police officer.

I was later informed that on one occasion during its exhibition an individual with a peculiar sense of humor approached the display case and attempted to lift the glass that covered the preamble and declaration of rights.

Said the police officer, "What are you trying to do?"

The man replied, "I just want to sign the Constitution!"

Whereupon the police officer retorted, "Well, my friend, I am afraid that your are 174 years too late!"

This true story illustrates, I think, the extreme care that must be exercised whenever the original of a priceless document has been put on public display.

The second incident, entirely devoid of humor, involved a number of important personages and a piece of paper that under ordinary circumstances would have been of no consequence. It was an "expense return," temporarily in our care until the date of its destruction under the law. This paper was removed by a person who signed our register with a false name and an illegible address. The person in question had asked for and received a number of such political expense returns made by several parties and candidates in a State election 5 years ago. On his departure from the room, he surreptitiously removed one of the papers. This proved to be the expense return of one of three individuals under investigation by the Supreme Judicial Court — a controversy long drawn out that evoked massive newspaper publicity.

Needless to say, the paper did not reappear, nor was the culprit responsible for its theft ever discovered. The unfortunate disappearance of this paper was another incident in a case that terminated calamitously for all concerned.

We have since been pledged to even greater vigilance with respect to our signature roster. Persons visiting our office and seeking to examine material are now required to provide legitimate identification, unless they are known to us.

As has been so eloquently illustrated by Mr. Land, there are really only two different types of human foes — those we know, such as persons who work for or near us, and total strangers. We archivists have had unfortunate experiences with both types of human foes and it is understandable that the more fatal foe is the Enemy Unknown. Taking into consideration, however, the inadequate physical facilities with which many of us have to cope and the lack of proper protective devices in most areas, I am immodest enough to think that on the whole we do a rather good job of protecting what is in our care.

Planning the Tennessee State Library and Archives Building

By DAN M. ROBISON [1]

Tennessee State Library and Archives

WHEN I asked one of the program committee to justify a paper on the Tennessee State Library and Archives Building, which you will presently examine, he gave a surprising answer. Some members of his committee, he stated, desired especially to know how it came about that an archivist had a rather large share in planning and directing the construction of a building intended to house archives. It would appear that such a thing is rare enough to stir the curiosity of at least a few members of our Society.

No building of this character is likely to be constructed with public funds until the need is great enough to impress seriously those public officials responsible for spending taxpayers' money. And we must remember that the demands upon them are many, insistent, and often backed by substantial popular interest. Unfortunately, archivists as a rule are not good enough at public relations to arouse an electorate, many of whom are not certain whether archives has to do with architecture or archeology. Certainly the need for such a building in Tennessee became very great before any effective action was taken.

More than 50 years ago our State Librarian included in her biennial report a recommendation that her agency "join in the movement of the Tennessee Historical Society to secure the passage of a Bill creating the Department of History and Archives and securing an appropriation for a handsome building to include the State Library, the Department of History and the Tennessee Historical Society."

Fifteen years later the State Library and the Archives were combined under the direction of the late John Trotwood Moore, the first to hold the title State Librarian and Archivist. By then there was a strong movement for a multipurpose building, to be a memorial to the veterans of World War I. With no prospects of getting a separate building for his department, Moore advocated the Memorial Building on condition that it include space for the Archives. This was done and the building was dedicated in 1925. By 1929, however, writing in the Knoxville *Journal* only a few months before his death, Moore described the new Archives quarters and added: "But even that is inadequate to take care of all the Archives and sooner or later another building or room will have to be built for them."

---

[1] The author, State Librarian and Archivist of Tennessee, read this paper at the annual meeting of the Society of American Archivists, on October 10, 1955, at Nashville, Tennessee.

Two developments during the 1920's had still further intensified the need for space. The legislature had created the Tennessee Historical Commission, had designated the State Librarian as its chairman, and had directed him to provide space for it in the State Library. Later, the legislature entered into an agreement with the Tennessee Historical Society, a private corporation, whereby the State Library and Archives would "take, hold and administer in trust" the society's "collection of books, relics, newspapers, portraits and manuscripts."

In 1929 Mrs. John Trotwood Moore, my predecessor, succeeded her husband as State Librarian and Archivist, and during the 20 years of her administration books and records came in at a greatly accelerated rate. The quarters for both the Library and the Archives become so crowded that efficient operation was out of the question. Indeed, by the fall of 1952 there arose grave doubts as to the safety of the Capitol, and a structural engineer was called in to make a study. He estimated the excess load of books and records stored there to be at least 250 tons. After he had set up a strict plan for removing material so as not to upset the balance established through long years, we were ordered to store the excess load in the new building 6 months before it was completed. In addition to all this, our holdings filled all available space in other State buildings, including attics, basements, and corridors, and we had stored some material in two university libraries of the city.

The foregoing sketch not only shows the long-developing and increasing need for a new building but explains why it was necessary to provide, in the building, space for the State Library, the Archives, the Tennessee Historical Society, and the Tennessee Historical Commission.

Mrs. Moore began her administration on the eve of the great depression. As times improved, however, and the finances of the State became better ordered, she began to work for a new building. Matters progressed so far that early in December 1941 Gov. Prentice Cooper urged the Historical Commission to make a new State Library and Archives Building its main objective and promised to use his influence at the forthcoming session of the General Assembly to secure the necessary funds. A few days later the attack on Pearl Harbor brought this movement to a halt.

When the war was over, Mrs. Moore renewed her efforts, and during 1946 she enlisted the support of some 40 State-wide women's organizations. She also had the support of a number of State officials, especially Gov. Jim McCord. As a result, the General Assembly of 1947 authorized a bond issue of $1,500,000 for a State library and archives building, to be "a lasting memorial to the citizens of Tennessee who served in World War II."

It soon became apparent that the amount authorized was not enough to construct a building adequate to the needs. Therefore, the assembly of 1949, with the support of Gov. Gordon Browning, empowered the Governor to allocate from the State's sinking fund an amount necessary to construct this and the State office building that also had been provided for in the 1947 act. From this source, Governor Browning allocated $1,000,000 to the State Library and Archives project, thereby making available $2,500,000 to construct, equip, and furnish the building.

Costs continued to rise and the State's building program required additional bond issues. These were authorized by an act of 1951, signed by Governor Browning, and another of 1953, signed by Gov. Frank G. Clement. Both acts authorized unspecified amounts to be used to complete the State Library and Archives Building. Happily, it was not necessary to apply for funds from the two later bond issues. The building was completed, equipped, and furnished; and there remains a small balance from the $2,500,000 provided in the acts of 1947 and 1949.

Let us now return to the question that prompted this paper — how did it happen that the Archivist had a major part in planning the building? In seeking the answer, we must remember that for nearly a half century my predecessors had worked for the cause, faithfully and against great odds. The four governors whom I have mentioned saw the need and gave support, and four succeeding general assemblies appropriated funds. As stated before, numerous organizations and citizens aided in bringing matters to a head. All this tended to free this building project from the demands of politics so often attached to public works.

Granting all this, however, and with every disposition to give full credit to all concerned, it is my considered opinion that one person above any other individual or organization influenced the policies adopted with respect to this building, including that of giving the

Archivist a voice. I have consciously refrained from mentioning his name up to now.

Roy Hood Beeler was attorney general and court reporter for Tennessee from 1932 until his untimely death on September 23, 1954. Elected to his office for 8-year terms by members of the State supreme court, he was singularly free from the pressures which so often play upon public officials. He was gifted with a personality that won him friends in every part of the State and with a mind that was quick to see through intricate problems. He displayed sound judgment based upon common sense, understanding, a sense of fairness, and a healthy sense of humor. Added to these qualities were a broad vision of the public good, an integrity that was never questioned, and a forthrightness that never left a doubt as to where he stood. And so as the years went by, "the General," as he was affectionately called by so many, came to be very much of an institution in Tennessee. Successive governors sought and respected his views not only on legal questions but on matters of policy as well. In the sessions of the legislature, members of all parties and factions counseled with him and relied upon him or his office to write their bills.

A graduate of Maryville College in East Tennessee and of the University of Chicago Law School, General Beeler was also a lover of books. In addition to his professional works, his private library at the time of his death numbered more than 3,500 volumes. That collection testified to a broad reading interest. While it was weighted heavily with history, biography, and works on government, it contained a considerable body of fiction, of essays and poetry, of works on philosophy and religion.

It was inevitable that this man would be a stout friend of the State Library and Archives. He gave quiet but effective support to Mrs. Moore in her long campaign to secure the first appropriation, and he had a great deal to do with getting subsequent appropriations. It was General Beeler who wrote the act of 1947, which placed the project in the hands of the Library Building Commission, consisting of the Governor as chairman, the State Librarian and Archivist as secretary, and the attorney general as the third member. He had most to do with the selection of the site, for he had long dreamed of the Library and Archives standing beside his beloved Supreme Court Building. It was he who selected the architect, about whom more will be said later. All this is not to imply that he disregarded others who held responsibility with him, for he did not. The others, however, respected his views because of his good sense, his well known interest in the subject, his long and constructive thinking on its problems, and his determination that not a dollar would be spent unwisely if that could be prevented.

Selection of the architect was the first major problem confronting the building commission, and I am informed that General Beeler was given that responsibility by the other members. He looked for the architect with the greatest and most successful experience in library building, and settled upon the Nashville firm of Hibbs, Parrent, and Hall. The two senior members of this firm earlier had designed and supervised construction of five large university and college libraries. Two of these buildings were located in Nashville and the others in the States of North Carolina, South Carolina, and Oklahoma. Upon the death in early 1949 of the senior member, Henry C. Hibbs, and the subsequent dissolution of the firm, H. Clinton Parrent was named architect for the building. It is he who designed the present structure. Without his ability and long experience in library building, I fear that the ideas of a newly created archivist would have been all too inadequate.

In the meantime, the architect and members of the building commission held consultations with A. F. Kuhlman, director of the Joint University Libraries here in Nashville, who had collaborated in the planning of the large building housing that institution and of other college and university libraries in the South. Dr. Kuhlman later submitted a valuable preliminary statement, "The Requirements of the Tennessee State Archives and Library Building." About that time Mrs. John Trotwood Moore retired after 30 years of service, and the Governor named her State Librarian and Archivist Emeritus.

Such had been the developments by late 1949 when I was appointed to my present office. Few persons, I believe, have found themselves suddenly placed in a situation with so many favorable conditions, none of which were of their own doing. In brief, the handsome sum of $2,500,000 had been provided; a site with ample room for future expansion had been agreed upon tentatively; the architect, already selected, was a man of ability and exceptional experience for the job at hand and, very important, a man of integrity and engaging personality; and a preliminary study of building needs had been made by a highly competent consultant.

Last but by no means least, the undertaking was in the hands of a building commission with ample powers, the other two members of which were not only interested and cooperative but were unfailingly cordial and considerate. There was general agreement that no considerations were to have weight that did not contribute directly to securing the best building possible for the money at hand. Through the years of planning and construction, no decision was ever reached without the full and free consent of the State Librarian and Archivist. When, therefore, you find mistakes of judgment as you go through our building, please know that I have neither the right nor the desire to shift the blame to others.

So much as to how I came to have a voice in planning and constructing the building. You might be interested in a brief statement of how I undertook to meet this responsibility when I had become State Librarian and Archivist with no experience either in planning buildings or in the administration of libraries or archives. I might explain that the appointment had been made because of several years of experience in using the Tennessee State Library and Archives in my own research, in directing the research of others, and in editing the *Tennessee Historical Quarterly.*

The first assignment given me was to make a study of the problems involved in planning such a structure, including visits to library and archives buildings that seemed likely to offer the best lessons afforded by the experience of others. The first few months were given to sources of information available in Nashville, which included published materials, the more recently constructed library buildings in the city, and frequent discussions with the architect, the other members of the building commission, and still other interested and informed individuals. Thereafter, I visited the State libraries or the Archives, or a combination of the two, in Georgia, Virginia, Maryland, Delaware, Indiana, and Illinois. Visits were also made to Harvey S. Firestone Memorial Library at Princeton University, the National Archives, and the Library of Congress. Several of our neighboring States have excellent new buildings for their Departments of Archives and History, which we did not visit for the reason that they included museum facilities that we did not plan to incorporate here.

Finding the buildings as well as the organizations in Virginia, Indiana, and Illinois to be most nearly like what was contemplated for Tennessee, I made return visits to each of those States, this time in company with General Beeler, Mr. Parrent, and the latter's consulting mechanical engineer, I. C. Thomasson. In all places visited, those in charge as well as members of their staffs were uniformly hospitable and willing to give every bit of information possible.

In the meantime the Tennessee Library Association, acting through its executive and planning committees, showed every disposition to help. These groups named a special committee to advise in planning, to the end that the new building should be well suited to its purposes.

The architect, from his long experience, had learned the importance of planning so as to best accommodate the work to be done. He therefore refused to draw any plans until he had a full statement of the work to be carried on in the building, the proper sequence of that work, and the approximate space required for each operation. This wise stand on his part insured against a complaint too often heard among archivists and librarians, that their buildings were designed without consultation with those who were to use them.

The required statement was presented and approved by the building commission on April 6, 1950, under the title "A Report on the Program and Building Requirements of the Tennessee State Library and Archives." During the several months of its preparation, there were frequent consultations with the parties mentioned above as well as with Mrs. Moore; Robert T. Quarles, Jr., director of our Archives Division; Isabel Howell, director of our State Library Division; and Martha Parks, to be director of our Public Libraries Division.

The building commission took an important step at that time when it authorized its secretary, "acting in consultation with the architect, . . . to employ such consultants as might seem necessary to the proper planning of the building." We were fortunate to obtain as our local consultant A. F. Kuhlman and as associate consultants Randolph Church, State Librarian of Virginia, and Margaret Norton, State Archivist of Illinois, both of whom had had much to do with planning the splendid buildings of their respective States. With such consultants we could go ahead with greater confidence.

Some 2 months after receiving the report on the program and building requirements, Mr. Parrent had drawn his preliminary plans. It seems unnecessary to describe here the many discussions held during the months that followed, in all of which the architect showed the greatest desire to make the building conform to the demands of effective operation. It is enough to say that the preliminary plans were studied in great detail by members of the building commission, our consultants, and members of the staff and that quite a few modifications resulted. Though it was impossible to comply with every idea of each individual, we reached substantial agreement on most points, so that after some 15 months of study and planning, the building commission approved final plans and specifications on January 19, 1951. I might say that during construction we made only a few minor changes in the specifications submitted by the architect at that time.

The period of construction, though longer than that of planning, held few problems to be discussed here. Bids were opened on February 27, 1951, and soon thereafter the commission awarded a contract to the Rock City Construction Co. of Nashville in the sum of $2,145,000. This amount included not only the building itself but such equipment as reference desks and catalog cases, shelving and filing cases for the stack and vault areas, the Barrow Laminator, and the fumigator and cleaning table. Nine change orders modifying the original contract added a net total of $104,672. These included some alterations of the original plans but for the most part consisted of additional facilities which we had not anticipated or which we kept back until we could determine how our money was holding out. Let me say here that the Rock City Co., which had constructed the Supreme Court Building some 15 years earlier, proved to be dependable and cooperative all the way through, so that problems arising during construction were readily solved.

In addition to the main contract, there were 10 others to include such major items as furniture and furnishings, all kinds of office equipment, photographic and projection equipment, and an offset press. These 10 contracts totaled $94,981. Other requisitions for small items need not be described. All in all, the total expenditures fell a few thousand dollars short of the $2,500,000 allocated at the beginning.

There were certain architectural problems that might be mentioned here.

Because of its location, the height of the building was restricted so that it should not obstruct a view of the Capitol or overtop the Supreme Court Building next door. Therefore, no provision was made for expansion upward. Instead, the area back of us has been reserved for future expansion; this, because of the sharp slope of the hill, will afford the addition of considerably more floor space than the present structure has.

Since the legislature had designated this as a memorial building, it was agreed that those portions open to the public should be appropriate to that purpose. The exterior should be in harmony with both the Capitol and the Supreme Court Building. As for the interior, it was agreed to conserve space as much as possible and to get a monumental effect through finishings and appointments.

The storage and working areas to the rear, to which the public does not have access, are strictly functional. There has been some criticism of the fact that this portion was finished in brick rather than stone. Both the building commission and the architect were aware of this contrast and gave serious thought to an alternate bid providing for stone. To have spent the $159,000 necessary for this change, however, would have required sacrifices elsewhere that we were unwilling to make. Also, we anticipate that when expansion takes place the portion facing the street below will be finished in stone and will cut off the view of the storage areas between.

Our major problem in planning might be said to have fallen into two parts. First, looking to future needs, we proposed to get the greatest space, properly built and equipped, that our money would buy. The best we could do was a building which has some 112,000 square feet of floor space. This figure roughly breaks down as follows:

Storage areas	81,000 sq. ft.
Work areas	27,000 sq. ft.
Equipment room	3,000 sq. ft.
Receiving room	1,000 sq. ft.

With this space, we estimate our construction cost to be something less than $20 per square foot or $2 per cubic foot.

As to the second aspect of our major problem and again looking to the future, we were unable to foresee the relative increase of space requirements for the Library and the Archives. The architect answered this question by designing each portion so that it may be used interchangeably for either archives or library purposes. Mr. Parrent could explain the details of that far better than I, but it is enough to say that any part of the storage area can be adapted to any type of shelving needed or to the use of filing cases. On the seventh deck, you will find all types of storage facilities now in use, including six-drawer filing cases, three different kinds of shelving, and the different types of storage boxes.

Only this year a new type of record has appeared which may in the future require storage facilities somewhat different from those now in use. I refer to the disk recordings of the 1955 legislative sessions. We recorded not only all sessions of both houses but those committee meetings held in either chamber. Recently the Legislative Council Committee requested the Archives to record for our files all sessions of that committee and of its several subcommittees.

Up to now the problem of storing the recordings has not been a major one, but it may become more serious if recording activities continue to develop as they have this year. William T. Alderson has written a paper on our experience in this field.[2]

I should say that the top storage deck, designated for archives, was not equipped. For this there were three reasons. Our money did not allow it; we anticipated the need for large work spaces to prepare records for ultimate disposition; and, finally, we found that our archivist friends were not in agreement as to whether the shelving or filing-case method of storage was best. Since we had provided for both in the lower decks, we believed that our own experience would indicate the more suitable equipment when the need arose and money became available.

There are two features of this building which some of our consultants did not approve. In the first place, some believed that by extending our wings parallel to the street rather than by placing them alongside the storage area, we were sacrificing efficiency to appearance. We considered this view quite seriously before reaching a decision. Admitting that we were influenced by the matter of appearance and admitting further that construction cost might have been reduced by eliminating two walls, we were not convinced that the other plan would make for more efficient operation. Since the vault and stack areas are closed to the public, it seemed desirable to keep the entrances to those areas to the very minimum and to have them in plain view of staff members as they went about their regular duties. With one exception, I believe we have attained that objective. There were two other considerations that influenced our thinking on this point. By our present arrangement we were able to get our equipment and receiving rooms at comparatively small expense and thereby to save more costly space for operations more closely related to our main job. Then, too, the present arrangement allows for two wings to the storage area, parallel to the front wings, which otherwise would have been impossible.

The other feature to which some of our consultants objected is one which I have dreaded mentioning to members of the Society of American Archivists and have therefore put off as long as possible. You will, of course, notice that our Archives Division is located on the ground floor, which is not visible from the front of the building. One wall of this important area — you will naturally say *the* most important area — is without windows, but because of the sharp slope of the hill the two ends and the back walls have windows similar to those on the other two floors. Incidentally, the windows on all the floors seem to be of minor importance, so far as working conditions are concerned. They are not opened because of air-conditioning, and the staff members keep the Venetian blinds well drawn, seeming to prefer the excellent artificial light which Mr. Parrent has provided. One of our consultants in particular strongly objected to our arrangement. He believed that the Archives search and preparation rooms as well as the Library reading and work rooms should be on the first floor, more accessible to the public.

---

[2] "Legislative Recording by the Tennessee Archives," in *American Archivist*, 19:11-17 (Jan. 1956).

Although we recognized the desirability of such an arrangement, the only way to get it, without placing staff operations on different floors from search and reading rooms, seemed to require using two decks of the storage area for those purposes. The architect, on this point, was quite positive that the most economical and sturdy construction called for a solid storage area from the ground up, unbroken by other facilities. Our present arrangement seemed also to offer more economical operation, by having the most used materials of both divisions stored close to their respective search and preparation rooms, offices, and the public index or catalog files. The decision as to which division would occupy the ground floor was dictated largely by the relative number of people using each.

There is one arrangement in the Archives Division that we did not like at the planning stage and still do not like. The director's office is so placed that it does not have outside windows. We considered putting the office at the south end of the search room, but Mr. Quarles preferred the present location. He wanted to be near the center of operations, near the entrance to the vaults, and also close to the Land Office, whose records are used more frequently than any others in the Archives. The glass walls of this office allow the director to see what is going on and also lessen the chance of claustrophobia.

Throughout the time of planning and construction, the writer fondly hoped that the building would prove adequate for the next 50 years. Mr. Parrent warned that this was far too optimistic, but in spite of this, the awakening has been rude. We estimate that we moved into the building some 550 tons of records and books already in our possession. The records probably accounted for between 325 and 350 tons of this bulk. Since the move in June of 1953, we have received from the various State departments an estimated 270 tons of records. If this rate of intake continues, our building will be filled within 5 years. In the meantime this deluge of records has made it difficult for our staff to keep house as they would like.

You will see at once, of course, that we have no records disposal or records management program. This, we hope, will be remedied at the next session of the General Assembly. The last assembly directed the Legislative Council Committee to make a study of the records problem with the view to appropriate legislation in 1957. Already a subcommittee of the council, including members of both senate and house, has given careful attention to this subject. Prospects are good that we will have a records disposal program under way within 2 years.

There are other features of the building that might be discussed if time allowed. As you look it over, undoubtedly you will have questions to ask. All of us, including Mr. Parrent, will answer them as best we can. There is no doubt that you, as professionals, will see many things that you would have had otherwise. If there be serious mistakes, do not put the blame upon the architect or upon politics or politicians. As stated before, the architect and the other two members of the building commission were careful to see that nothing was done without the approval of the Librarian and Archivist.

In concluding, may I refer to a paper read before the National Association of State Libraries a year before the building had been completed. After admitting that there was an element of luck in the good progress made, it went on to say:

> Chiefly, however, it is due to the finest teamwork I have ever seen. Members of the Building Commission, the architect and his staff and consultants, the Library and Archives staff, the contractors and subcontractors, the superintendent, the foremen and subforemen, and the workmen, from the most skilled to the lowly "buggy rollers" — all have taken an interest and pride in the building. . . . My wish for you is this: if you ever build, may you be favored, as I, with a body of helpers, each of whom, be his part large or small, will look upon the building as in some degree a monument to his own efforts.

After 3 years to think it over, I would make the same wish for members of the Society of American Archivists.

Herbert Anthony Kellar, 1887-1955

By MARGARET C. NORTON

Archives Division
Illinois State Library

THE news that Herbert Anthony Kellar had died suddenly of a heart attack on October 8, 1955, the day before the opening of the Nashville meeting of the Society of American Archivists, came as a great shock. He was one of the founders of the Society, its vice president in 1941, a member of its council from 1941 to 1946, and a member of many of its committees.

He was born at Hooper, Nebraska, on February 21, 1887. After receiving his bachelor's degree at the University of Chicago in 1909, he did graduate work at Leland Stanford University and the University of Wisconsin and taught at the State universities of Texas and Minnesota. In 1915 he became the first curator of the personal and business papers of Cyrus Hall McCormick. His life work was the building of the McCormick collection into the largest and finest collection on American agricultural history. The McCormick Historical Association of Chicago was chartered in 1931 to further this work, and he was named as its director. In 1951, when the McCormick heirs presented the collection to the Wisconsin State Historical Society, he moved to Madison; and he spent the remaining years in coordinating the society's agricultural materials with those of the McCormick collection. He is survived by his wife, the former Lucile O'Connor; his daughter Alecea, a student at the University of Wisconsin; and his sister, Mrs. Henry Grimes of Bartow, Florida.

The McCormick Historical Collection is not only one of the outstanding manuscript collections of the country, but Herbert Kellar was one of the half dozen greatest collectors of Americana. The tales, often fantastic, of how he charmed documents out of the attics of patrician mansions and humble farm houses would have made a fascinating volume, a book which he refused to write as being in bad taste. Unlike his colleagues, he always seemed to arrive before the match was struck to the bonfires of family papers. Surprisingly, his collecting activities in the areas covered by other historical agencies never seemed to create jealousy. "Herbert was saving manuscripts from destruction and educating Virginians to the importance of preserving their family papers at a time when we had neither financial resources nor support for collecting. He paved the way for us." This was the generous statement of the head of one of the Virginia historical institutions.

Before the organization of the McCormick Historical Collection no industry had taken steps to preserve its archives and to make them available to historians. All later developments in the field of business archives have been strongly influenced and inspired by Herbert Kellar's pioneer work. The restoration of the McCormick farmstead near Lexington, Virginia, which occupied much of his time for several years during the 1930's, is an example of his ability to make practical application of scholarly research, and it was perhaps the project he most enjoyed.

No one gave more unstintingly or efficiently to committee and other work of professional organizations than Herbert Kellar, and his activities were by no means limited to his services to the Society of American Archivists. He was a past president of the Mississippi Valley Historical Association and the Agricultural History Society and served as a member of their editorial boards and in other capacities. He was also active in the American Historical Association and the American Association for State and Local History and several other learned societies. He was president of the Madison Civil War Round Table at the time of his death. He was also at one time chairman of the Chicago Metropolitan Library Council.

In the past 20 years he acted as chairman of some of the most influential committees in his professional field, notably the National Advisory Committee for the Historical Records Survey of WPA; the American Historical Association's Committee on Historical Source Materials; and the Library of Congress' Committee on Cooperation Among Research Libraries. He was active in promoting the American Imprints Survey, the Union Catalog of Manuscripts, and the applications of microphotography and microprint to library and archival problems.

Most of his literary output took the form of committee reports and articles in professional journals. He edited volumes 21 and 22 of the Indiana Historical Collections, *Solon Robinson, Pioneer and Agriculturalist*, and had practically completed a biography of McCormick. An irreparable loss to scholarship is the history of American agriculture, which he had planned as his next work and for the writing of which he had been preparing himself for 35 years.

Herbert Kellar had a genius for friendship. His personal life brought him both tragedy and happiness and taught him to become the most genial, tolerant, understanding, and unselfish of friends. He was always ready and eager to give himself, whether for casual social intercourse or for hard work on professional problems. One's own tensions relaxed with him, because one felt the strength that comes from those rare men who, like him, are at peace with themselves. Although teaching did not appeal to him, he was especially interested in and helpful to younger men in the profession. Many a newly created Ph.D., shyly attending his first archival or historical conference, found himself meeting important men who could be helpful to him, being invited to join congenial groups, and in general being made to feel that he belonged. So unobtrusively was this done that the young man often failed to realize that he owed these things to Herbert Kellar. In speaking of a young protegé who had disappointed our hopes of a brilliant career, he remarked, "So and so has the ability, but he is not willing to pay the price of success." That willingness to pay the price of success was the keynote of Herbert Kellar's life. His passing has left a gap in the lives of all his friends that cannot be filled.

THE AMERICAN UNIVERSITY

Washington 6, D. C.

THIRD INSTITUTE ON RECORDS MANAGEMENT

June 18-29, 1956

Director: Herbert E. Angel, Director, Records Management Division, The National Archives and Records Service, Professorial Lecturer.

TENTH INSTITUTE IN THE PRESERVATION AND ADMINISTRATION OF ARCHIVES

June 18-July 13, 1956

Co-Directors: Ernst Posner, Professor of History and Archives Administration, and Theodore R. Schellenberg, Director of Archival Management, The National Archives and Records Service, Professorial Lecturer.

SEVENTH INSTITUTE OF GENEALOGICAL RESEARCH

July 9-27, 1956

Director: Meredith B. Colket, Jr., Member of the staff of the National Archives and Records Service, Professorial Lecturer.

For information on admission, tuition, and dormitory accommodations write

ERNST POSNER

Dean, Graduate School The American University

1901 F Street, N.W.

WASHINGTON 6, D. C.

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

Annual Report of the Secretariat Record Office, Bombay, for the Year 1953-1954, by P. M. Joshi, Director of Archives. (Bombay, Government Central Press, 1954. Pp. ii, 66, illus. Annas 13 or 1s. 4d.)

This report summarizes, for the year 1953-54, the administration of the records offices at Bombay, Poona, Baroda, and Kolhapur, and the museums at Kolhapur and Aundhl, all of which are under the Director of Archives, Government of Bombay. In each principal category of archival management, progress is noted. The accessions of records for the year totaled nearly 50,000 items, including files and compilations, volumes, publications, and gazettes. Requisitions of records for governmental use amounted to a few more than 3,000. Correspondence slightly exceeded 9,000 pieces, of which outward letters made up approximately a half.

Of special significance for filling gaps in the archives at Bombay in the early history and development of India were the acquisitions of reproductions of certain records in London and Paris. Photostats of two Persian manuscripts, *Insha-i-Shah Tahir* and *Anwal-i-Asad Beg*, important sources of medieval Deccan history, were acquired from the British Museum. Microfilms of documents in the India Office Library, London, and the Archives Nationales, Paris, pertaining to the military and commercial relations of India with Great Britain and France were also acquired. Local records continue to be turned over to central repositories, as in the case of the records of the Kagil Jagir, which were deposited at the Kolhapur Record Office.

The examination and listing of the public departmental diaries, 1813-17, remained the major operations in cataloging and listing. Publications for the year included volume 1 of the *Persian Records of Maratha History-Delhi News-Letters*. Dusting, fumigating, and repairing documents against the ravages of age and insects is a constant task. Naphthaline bricks are still helpful in repelling insects, and chiffon is used effectively for repair work. Historical sites and ancient monuments were inspected by the Director of Archives, and coins and other artifacts of days long passed were added to the museum collections.

Included in the report are the recommendations of the Indian Historical Records Commission and the Research Publication Committee. The forthcoming fruit of one recommendation, the preparation of a handbook of Indian archival repositories, upon which the government has acted favorably, is eagerly anticipated.

Extensive appendixes include a list of students using the records office and their subjects, historical sketches of museums, lists of coins and books recently acquired, and five pages of photographs of unique items acquired during the year. The use of this report is further facilitated by a detailed table of contents and an index.

Roland C. McConnell

Morgan State College

Annual Report of the National Archives of India for the year 1953. (Delhi, Albion Press, n. d. Pp. 26.)

This annual report of the Director of Archives, Government of India, shows the continued awareness by that government of the need and the value of good archival practices and records administration. The report details the progress made in 1953 within the National Archives of India with respect to the regular functions of archival management: accessioning, rehabilitation and preservation, arrangement, appraisal for disposal, microfilming, checklisting, and reference service; reviews the status of the publications program; and summarizes the proceedings of various records and historical committees and conferences attended by officials of the Archives.

Priority in accessioning was given to the noncurrent records of the various departments of the Government of India not completely transferred; and, despite a shortage of storage space, 40,700 files and 5,987 bound volumes were received. Among the more significant acquisitions were 12 volumes from the surveyor general of India containing journals (in Hindi) of Nain Singh, Kishen Singh, Hari Ram, Ganga Ram, and other Indian explorers of the Himalayan regions who mapped for the first time parts of Central Asia and Tibet. Hitherto only abstract English translations of these journals have been available.

Accessions acquired by gift or purchase included materials used by Col. R. H. Phillimore in preparing his *Historical Records of the Survey of India, Volume III*; Maratha records for the period 1641-1741 from the Vaidya collection; and six Persian manuscripts, including the *Tarikh-Makhzan-i-Afghani* by Niamatullah, a history of the Afghani written about 1612-13. The acquisition of microfilm copies of important series of records relating to India in foreign depositories was continued.

Records checklisted included three series of the Legislative Department records that document activities of eminent political leaders and records of the Central Board of Revenue, including various salt proceedings, opium papers, and Indian Munitions Board proceedings, important for evaluating the general revenue policy of India.

In the field of records administration, records of several departments were appraised for retention or disposal, and advice on methods of appraisal was furnished to the Patiala Government and to the East Punjab States Union.

The research laboratory constantly experimented with methods to combat deterioration of documents. To ensure the preservation of manuscript holdings of the Archives and to provide a wider access to rare works, the Government approved a plan for the free distribution of microfilm copies on loan to selected institutions.

It is interesting to note that to encourage research among the records in the Archives of India, the Government approved the establishment of six scholarships to be awarded to postgraduate students. Training courses of 3 months' and of 1 year's duration were conducted to promote efficiency in "archive-keeping." Also, a documentary film on the activities of the National Archives of India was released to the public and created much interest.

Progress in all the plans to publish selected records, the status of each project, and the arrangements for its publication was reported. Volume 1 of the *Fort William-India House Correspondence* (Home Department, 1748-56) was ordered printed and four other volumes of this correspondence were prepared for the press. Other publications in process included the correspondence of Major Browne, envoy at Shah Alam's court (1712-85), a volume of Persian *Akhbars* (news letters) 1773-1803, and volumes of Hindi, Marathi, Telugu, Tamil, and Kannada letters.

The meetings of the Indian Historical Records Commission, the Research and Publication Committee, the Local Records Sub-Committee, the National Committee of Archivists, and the Inter-Ministry Conference on improving methods of records administration are reported briefly.

The report contains as appendixes a list of the Government of India records accessioned in 1953, names of central agencies about which data concerning administrative history and archival holdings were collected, a list of inquiries answered, names of research scholars permitted to consult records, and names of foreign corresponding members of the Indian Historical Records Commission.

FORREST R. HOLDCAMPER

National Archives

Index to Federal Record Keeping Requirements (New York, Technical Information Service, National Records Management Council, 1955. Pp. 32. $2.)

"Guide to Records Retention Requirements, Title 1, Appendix A — Code of Federal Regulations," (*Federal Register*, 20; 2217-2273, Apr. 8, 1955.)

One of the principal areas of activity in the development of a records management program is the organization of the proper controls for the maintenance of records, from active office use to final disposition. The most effective device for this control is the records retention schedule, which presents in alphabetical sequence a listing of all types of records processed or maintained by a department or agency. For each category, the schedule indicates the length of time the record is retained in the office area, when it may be transferred to storage, and when and if it may be destroyed. Further refinements of a retention schedule may include a listing of forms contained in each records category as well as some explanatory comments regarding the function of the records concerned.

Of the many factors involved in the establishment of an effective records retention schedule, one of the most challenging is that of conformance with legal requirements. Most of the other factors are based upon internal decisions;

namely, administrative or operational value, historical value, or value from the standpoint of vital document protection. These latter elements are based upon company experience and internal needs and can often be determined from direct consultation with operating personnel. An analysis of legal requirements, however, calls for a knowledge of regulations originating in Federal or local governments. The sources of such information are widespread and require constant investigation to insure proper compliance.

Many attempts have been made to assist industry in its desire to become informed of existing requirements and the extent to which it is responsible for records retention. Until recently this assistance was primarily in the form of articles or occasional interpretations from Government agencies. Some textbooks on office management and filing devoted several pages to a listing of some of the statutes. Unfortunately, their emphasis was on the more obvious requirements — those for payroll records and tax records. The number of such requirements is excessive from the standpoint of record-keeping, yet they constitute but a segment of the total number of requirements. The second Hoover Commission Report, completed last year, added much to the charting of the legal maze. An entire section of the report was devoted to an evaluation of records retention requirements imposed upon industry by the government. The report clearly expressed the need for a more understandable interpretation of requirements and for the revision and deletion of many current records clauses. The publications under consideration here are devoted to Federal records retention requirements. There is little doubt that they will soon be followed by similar reports for State and local requirements. This is the first time, however, that any publications have gone into such detailed coverage of retention requirements, and it is gratifying to note that there are relatively few omissions.

The National Records Management Council's *Index* lists in alphabetical subject order areas covered by requirements and gives, for each subject listed, citations to the official publication containing the complete text of the regulation. Each citation is followed by a few words describing the nature of the materials covered. It is truly an index, and the main reason for this is indicated in one of the opening statements in the report, as follows: "The complete text of the regulation, if printed in full, would result in a volume too bulky and unwieldy for easy reference. Paraphrasing the rules likewise would be unsatisfactory, since a regulation must be studied in its entirety to be interpreted properly." This is a well-intended precautionary approach; the Federal Register's *Guide*, however, does make use of paraphrasing and condensations with great effectiveness. The *Guide* covers retention requirements by presenting Government departments, commissions, boards, and other regulatory bodies in alphabetical sequence and by listing, under each such group, the pertinent regulations. Each citation is prefaced by a statement as to the affected persons or organizations. Then follows a description of the content of the regulation; namely, the types of records involved, the actual retention requirement, and, finally, its related citation. If the regulation does not specify the retention period, this too is indicated.

The introduction to the *Guide* gives a better indication of its coverage, possible shortcomings, and additional sources of information than the *Index*, by specifically stating the omissions and areas not covered. No evaluation can be made as to the particular number of items covered. The Federal Register's publication cites approximately 1,000 references; the council's, about 1,800. As the latter contains many cross references, both are nearly balanced in actual coverage. The main basis of comparison between the two publications, therefore, is principally one of format and technical value.

The *Index* has the decided advantage of being immediately applicable by the user in that he need only know the subject matter in which he is interested. To find the subject wanted is an easy task because of the excellent introductory explanation on how to find materials and interpret citations. In using the *Guide* one must be familiar with the organization of Government agencies to trace a particular activity. The *Index* is both clear and legible. The *Guide* becomes very involved in abbreviations and cross references to page numbers, and there is a constant need to shift back and forth in pamphlet. The effectiveness of the *Guide* could have been considerably enhanced had it been issued as a separate report and had more space been provided for the materials contained.

The Federal Register's *Guide* has the advantage of giving a more meaningful coverage of statute content. It also enables the reader to isolate his general field of interest and obtain a better insight into what materials require further study.

Both the National Archives and the National Records Management Council deserve praise for their continued efforts to develop materials of direct and specific benefit to persons in the field of records management and to foster a better understanding of the field itself. Each has published, in this instance, a report of great merit.

William Benedon

Lockheed Aircraft Corporation

The American Collector; Four Essays Commemorating the Draper Centennial of the State Historical Society of Wisconsin, 1954, edited by Donald R. McNeil. (Madison, The Society, 1955. Pp. 61. $2.)

Anyone who may have been led by its sponsorship of Professor Hesseltine's curiously unsympathetic biography of Lyman C. Draper (reviewed in *American Archivist*, 18: 69-70, Jan. 1955) to suppose that the State Historical Society of Wisconsin is deficient in piety or undervalues the achievement of its founder will be pleasantly relieved by this handsome little volume. It prints the papers read at the Founders Day celebration of January 1954, marking the appointment of Draper as first superintendent of the society. In the first three, two distinguished visitors, Lyman H. Butterfield and Roy P. Basler, join Mr. McNeil in a symposium on the American collector, while in the fourth, Alice E. Smith of the society, evaluates "The Draper Manuscripts" in her address at the centennial banquet. The four assays, as the editor says, "have one strong thread of continuity — dedication to one of the greatest collectors of all time, Lyman C. Draper."

Dr. Butterfield, in "Draper's Predecessors and Contemporaries," a characteristically well-made and gracefully phrased essay, places in perspective the earliest American historical editors, societies, and collectors, rendering full justice to men who have been too much belittled by their academic and "critical" successors: "If a filiopietistic enthusiasm had not pervaded the age and driven men like Force and Sparks and Draper on in their incredibly laborious pursuits, the materials for writing American history would be extraordinarily scarce." It was the accumulations and the editions of them and their fellow zealots that rendered possible "the immense advance made by American history in the nineteenth century." Dr. Butterfield has even a kind word for the much-ridiculed autograph collector, who, if at times absurd and even destructive, "also often acted as a lifesaver, rescuing from neglect, destruction and 'the waste of time' materials that we would not willingly have lost." The autograph fad speedily became nationwide, and developed strong ties among its devotees, thus fostering "a taste for history, or at least for American antiquities, up and down and across the land."

Dr. Basler, in "The Modern Collector," discusses high prices, the dealer, specialization, and the dwindling of *lebensraum* as factors affecting both private and institutional collectors, and summarizes his own experience in making the approximately complete collection of photocopies that formed the basis of his magisterial edition of the *Collected Works of Abraham Lincoln.*

Mr. McNeil, in "The Wisconsin Experiments," describes the active methods of "systematic, selective collecting" pursued by the State Historical Society in recent years: the employment of three traveling field representatives; the maintenance of a "central lead file," with cards for all materials spotted; systematic manuscript surveys of labor, medicine, and business; and the circularization of members of the State legislature. Mr. McNeil is not dismayed by Dr. Basler's bogey, elephantiasis of the documentary system, because of Wisconsin's regional depository system, which extends to "signed agreements with several public libraries and state colleges whereby they provide space, cataloging and care of the collections for their area, with the State Historical Society retaining title."

In "The Draper Manuscripts," Miss Smith provides an excellent, concise description of a collection which has been more exploited than analyzed. She indicates the areas, the periods, the themes, the figures, and the kinds of information covered by Draper's collections, and mentions some of the publications to which they have led. Although warfare before, during, and after the Revolution is the major subject, there is much on peaceful Indian relations, the early land companies, the pioneer settlers and their families, and the incidents of pioneer life. "Those who have the desire and the patience to make the search can still find little-known or unworked material in the 486 volumes that constitute the Draper Manuscript Collection," she concludes, and much of what is taken to be known will bear reassessment in the light of later and deeper knowledge.

DONALD H. MUGRIDGE

Library of Congress

Organization and Management; Theory and Practice, by Catheryn Seckler-Hudson. (Washington, D. C., American University Press, 1955. Pp. x, 324, illus., bibliog. $5.)

One of the more active writers and teachers in the field of government and public administration has brought together systematically in this volume a statement and an analysis of the principles and processes of organization and management, particularly as applied to government. Of the three chapters on principles, the one reviewing the differences between management in government and management in business is particularly significant, noting a dozen or more distinctions that should be better understood by bureaucrat and tycoon alike. The chapters on processes deal with policy formation, authority, planning, organizing, budgeting, staffing, operating, reporting, and controlling. These chapters are supplemented by an outline prepared by the Budget Bureau, which lists the principles and techniques to be followed in conducting a management survey. There is also an extensive annotated bibliography of government documents, periodicals, and books.

Archivists, records management specialists, and others who believe that organization and management revolve around records and paperwork will have their humility restored by this book. Archives, records, and paperwork appear nowhere in the index and rarely elsewhere in the volume. Record and accounting systems are mentioned in passing as operating processes; the Budget Bureau outline urges analysts to study existing records; and the 500-item bibliography does list the *American Archivist* and Philip C. Brooks' *Public Records Management* (1949) as good sources of information. In short, members of our Society may learn the rudiments of organization and management from this useful work, but the executives, specialists, practitioners, and students for whom it is written must go somewhere else to learn what we contribute to public administration.

Herbert E. Angel

National Archives

A Survey of Forest History Resources for the St. Croix River Valley, Minnesota-Wisconsin, by Helen McCann White. [Forest History Report No. 1.] (St. Paul, Forest History Foundation, 1955. Pp. 18.)

To the economic historian who has long wailed over the destruction of numerous business records, this report should be an inspiration. To all researchers who have been faced with large gaps in or downright paucity of source materials, the results obtained by the author in a 10-week survey should be encouraging. If by chance the researcher is interested in the history of the St. Croix River Valley or in the lumbering and forest-related activities that were the major industries of this valley, he will find his work already begun.

The survey described in this report was undertaken to explore primary source materials dealing with the history of the St. Croix Valley, in east central Minnesota and northwestern Wisconsin. The purposes of the report were not only to make known the source materials discovered, but to describe the methods and techniques utilized, in the hope that they might be found useful in other areas. The project was sponsored by the Forest History Foundation.

The information gathered in this survey was obtained by personal and telephone interviews and by letters, some of which were of a followup nature. A few of the oral history interviews were recorded on tape and later transcribed, typed, and approved by the person interviewed. The author attempts to evaluate the methods used and offers suggestions based on her experiences. In her inventory of source materials she indicates the method or methods utilized in obtaining the information. She also lists materials which her survey showed were destroyed and potential interviewees whom she was unable to contact in her limited time.

The purposes of this survey were accomplished. Perhaps an equally important contribution of this and similar surveys is that they may awaken the public to the historical value of records still in private possession.

Mabel E. Deutrich

National Archives

Maryland Hall of Records Commission. *Calendar of Maryland State Papers, Number 4: The Red Books, Part 3.* Publication Number 10. (Annapolis, Hall of Records Commission, 1955. Pp. x, 314. $2.00.)

This volume continues and completes the calendar of that assemblage of early Maryland state papers known by the color of their bindings as the Red Books. The two preceding volumes of the Red Books calendar were published respectively in 1950 and 1953.

As I have pointed out in a review of volume two of the calendar, the compilers have followed the calendaring procedures recommended by Morris Radoff in his "Practical Guide to Calendaring" (*American Archivist*, 11: 123-140, 203-222, Apr., July 1948). The abstracts of the documents appear to be uniformly good, and a reference to any printed version of the text in a selective series of published compilations is appended to each entry.

The physical arrangement of the documents in their bound condition, disregarding *respect des fonds*, necessitates in each calendar entry a specific reference to the volume and item number of the corresponding document as it is bound in the Red Books. Appended to the calendar is a finding list that keys the volume and item numbers of the bound documents to the corresponding calendar entries, thus facilitating cross references between Red Book and calendar. The present volume of the calendar covers volumes 21 through 33 of the series, a total of 1,679 documents, with a chronological span from 1748 to 1825, but with concentration in the period from 1778 to 1781. The documents consist of executive papers, mainly military in character.

I am somewhat inclined to question the advisability of beginning a new serial numbering of the entries in each of the three volumes comprising the calendar. Since the collection of 33 volumes of documents, bound as 50, is apparently destined for all time to be known — not unpleasantly, to be sure — as the Red Books series, it would appear that the serial numbering of the calendar entries for its components should be consecutive and continuous, even though the calendar does appear in three printed volumes.

Dr. Radoff and his assistants at the Maryland Hall of Records cannot be too highly commended for now having completed, with one exception, the task of calendaring the volumes of their Rainbow Series (the Red, Blue, Brown, and Black Books). The accomplishment is all the more extraordinary in view of Doctor Radoff's statement in the foreword to the present volume that the calendars "have been produced by pooling the time and effort which several members [of the staff of the Maryland Hall of Records] could spare from their routine tasks." Such an admission might be censured by his peers were Dr. Radoff a member of some other union. That little phrase "routine tasks" is likely to evoke hectic visions in the minds of many archival administrators on the Federal and State levels. The example set by the Maryland Hall of Records can be emulated, perhaps, only under the conditions that prevail in that admirable establishment. In most cases, archival agencies are so understaffed that they can barely cope with the volume of services required in their search rooms and the volume of retired records flowing onto their archival shelves.

If, as has been alleged, there is a pot of gold at the foot of the rainbow, then Dr. Radoff and his colleagues richly deserve a reward in the form of high praise for having calendared all of their Rainbow Series. Under any set of circumstances, this is a massive achievement.

JOHN MELVILLE JENNINGS

Virginia Historical Society

National Records Management Council. *Proceedings of the Second Annual Conference on Records Management, September 19-20, 1955*, edited by H. W. MacDowell. (New York, New York University, 1955. Pp. 79. $2.)

A conference that may well come to play an increasingly larger part in helping the United States understand the significance of records management is one being held in the Fall each year in New York. Jointly sponsored by the National Records Management Council and the Graduate School of Business Administration of New York University, the conference attracts over a hundred participants, including a representative from each of many well-known American corporations.

The *Proceedings* of the second annual conference consist of reports of 11 sessions, 7 of them presumably verbatim, the others in summary style, built around the conference theme of "Integrated Controls over Business Records." A roster of those in attendance concludes the *Proceedings*, but which ones were the "records officers" or "archivists" of their companies is not indicated.

Records management, inferentially at least, was described in broad terms at the conference. Charles Stauffaucher identified its connection with electronic data processing. There were seminars on records retention and records center operations; organizing records for business memory; forms, reports, and correspondence controls; managing records programs; and the preservation and protection of vital records. Such a program represents the approach of those who equate records management with paperwork management.

The speakers were, for the most part, a distinguished group. In addition to Mr. Stauffaucher, already mentioned, Alfred Pelham, Timothy Costello, Robert Bascom, John J. Rutherford, James L. Gear, William Benedon, and Peter F. Drucker addressed the conference. Gear's talk on "The Preservation and Protection of Vital Records" contains much material not elsewhere easily available.

Each reader will undoubtedly find different items in the *Proceedings* that interest him. Phrase makers may like Robert Shiff's statement that paperwork is management's juvenile delinquent. Others may be struck by this opinion of Peter Drucker: "By selecting what records to retain, what records to suppress, and what to eliminate, you decide, in effect, the scope of managerial imagination, managerial knowledge, and managerial information."

Readers primarily seeking facts will learn that during the last 30 years individual farm productivity has increased 228 percent, individual factory productivity is up 205 percent, but individual clerical productivity has risen only 116 percent. On page 37 they will also learn, of records center operations, "One clerk should be able to service 10,000 feet of records." These are isolated examples, quoted simply to indicate the flavor of the book and its possible uses.

Everett O. Alldredge

National Archives

Guide Letters, Records Management Handbook. (Washington, National Archives and Records Service, 1955. Pp. ii, 23. Processed.)

This is an efficiency handbook designed to save time and effort for the dictator who must handle a large volume of correspondence. It is based on the theory that letters coming to a given department are often quite similar in content and require similar answers. The theory is not new. It has been recognized for many years by mail-order houses and various other business institutions. Even jokes have been written on the subject — witness the "Bedbug Letter" story that was current many years ago.

What the author has done here, and done well, is to give clear and very readable instructions for developing a system of handling a burdensome and boring chore. She takes the reader through seven logical steps of analyzing his mail, sorting out repetitive subjects, writing suitable paragraphs of reply and putting them into a compact, well indexed desk file for easy reference. Suggestions are given for making improvements in the wording of the paragraphs and for determining the savings that the system effects. There are plenty of examples, plenty of illustrations, and plenty of "sell" throughout the booklet. If you are skeptical and do not want to be convinced, you had better not read it; otherwise the author will convert you.

Chester C. Conner

Aluminum Company of America

Virginia Antiquary: Volume I, Princess Anne County Loose Papers, 1700-1789, edited by John Harvie Creecy. (Richmond, Va., Dietz Press, 1954. Pp. xi, 221. $6.)

Sometime between 1924 and 1930 (the editor is not more specific) about 25,000 loose papers were transferred from the courthouse of Princess Anne County, Virginia, to the State Library at Richmond. There they have been arranged in rough chronological order and placed in labeled boxes; and in this form they have been available to searchers. What Mr. Creecy has done is to abstract a selection of the papers most useful for genealogists and local historians. He has prepared a full name index to persons and land tracts.

The value of this work to genealogists is obvious. The archivist might hesitate to select from court papers, as the editor has done, but in his heart he must recognize that the mass of such papers which have survived is too great ever to be printed in toto, even if, as Mr. Creecy prays, funds may be found outside of government.

The editor, who is a specialist in genealogy, is to be commended for making a start. It is his purpose to continue if the response to the first volume is sufficiently encouraging. In Maryland, such court papers are disappearing every day under the eyes of the historians and archivists, and no doubt our experience is being repeated elsewhere. Can Mr. Creecy shame us into doing something more than deplore our helplessness?

Morris L. Radoff

Maryland Hall of Records

Michigan, Department of Administration, Office Services Division. *Records Management Program; State Records Center* (Lansing, 1954. Pp. 14.)

Michigan, Department of Administration, Office Services Division. *Records Management Program; Procedures Manual* (Lansing, 1955. Pp. 16.)

These two processed publications from Michigan are additions to the growing list of State government issuances from all regions of the country that tamp down the now well-marked trail of contemporary records management practices. The trail, in fact, is becoming a four-lane divided highway; pouring out in one direction as current records; and returning in the other through intermediate records centers, from whence the stream splits off to two terminal destinations, the waste-paper pulp mills, and the archival depository. The records management movement, though only about a decade old, already has witnessed the full achievement of this cycle in the Federal Government, for in 1955 as large a volume of records was removed from current status as was created in the various Federal agencies. Now the State governments, one after the other, are establishing similar facilities and procedures to accomplish a like cycle in that most important of government commodities — records.

In general, the necessary State laws, regulations, facilities, and procedures are closely patterned on the Federal Government model; and, as portrayed in these issuances, Michigan is no exception. The 1954 issuance is devoted mainly to the new State Records Center at Lansing; that of 1955 details the procedures, steps, and forms in executing the records management program. Both publications are clean-cut jobs, simply but effectively organized, refreshingly free of administrative gobbledygook, easy to read and easy to digest, and unmistakably pointing out the way to action. Graphic illustrations and appropriate photographs ably support the text. In short, these are intended to be, and are, action documents.

The records center building follows the trend toward well-marked differentiation from the permanent archival depository. Archival plans and structures tend to be rather complex, in keeping with the more subjective motives that spark their establishment. Conversely, all recent American records centers, including the Michigan example, are simple rectangular storage enclosures with an attached oblong for housing irreducible office and reception spaces. The Michigan ratio is typical: 21,500 sq. ft. (100′ x 215′) for records storage area, as against 5,520 sq. ft. (40′ x 138′) for all office and processing areas. Thus the records are stored in one large, unpartitioned area completely filled with some 4 dozen ranges, 10 shelves high, each shelf carrying 3 of the now familiar records-center standard-size, low-cost, corrugated-cardboard containers, 10″ high, 12″ wide, and 15″ deep. The attached oblong area houses offices, loading and receiving area, a microfilm room, a search or reference room, and some storage space.

This reviewer believes that the records storage area should be divided into three parts by two firewalls for greater safety. Too much dependence appears to be placed on a sprinkler system which, experience indicates, is likely to be more injurious to records than the fire itself. To confine the area of a spot blaze by suitable construction features is of fundamental importance. The A.D.T. system is depended upon for forcible entry alarm. Fluorescent fixtures are used throughout for lighting, both in the storage and in the processing and office areas; and these areas also have acoustical ceilings, asphalt tile flooring, and movable steel partitions. But the planning of the office and processing areas appears rather inchoate, without recognizable form or pattern. It is unfortunate, too, that the search or reference room is not permitted outside light by way of windows, which still remain the best antidote for claustrophobia. It is also questionable whether the unfinished cinder block construction of the walls will prove adequate for protecting records and personnel against the seepage of hard driving rains and other inclement weather.

The 1955 issuance, the *Procedures Manual*, is divided into five sections which deal with the well-recognized elements of a records program such as the records inventory and appraisal, retention and disposal procedures, the preparation of records for transfer from the agency to the records center, and reference procedures. In the main these procedures are patterned on those developed by the National Archives and Records Service, especially with respect to the forms used, such as "Request for Authority to Dispose of Records" (Form DA-503), "Retention and Disposal Schedule" (Form DA-504), the "Transmittal of State Records" (Form DA-501), and the "Container Label" (Form DA-502). It is also interesting to note that the evaluation scheme is similar to that which has evolved in Federal practice: the respective State agencies and fiscal authorities are responsible for determining administrative, fiscal, and legal values; but the determination of historical and general research values are the "duty and function of the Michigan Historical Commission" (p. 6) which, in this respect, is the counterpart of the National Archives. These Michigan publications should be useful models for other States contemplating the establishment of complete records programs.

Victor Gondos, Jr.

National Archives

Buildings of the State of Maryland at Annapolis, by Morris L. Radoff. [Hall of Records Commission, State of Maryland, Publication No. 9.] (Annapolis, The Commission, 1954. Pp. xi, 140. Illus., appendix, index.)

This account of the buildings erected by the Colony and State of Maryland in Annapolis, from the establishment of the capital there in 1695, is a fascinating social history of changing taste and the impact of political and economic events upon public monuments. The study was the outgrowth of a request from Gov. William Preston Lane, Jr., to Dr. Radoff, State Archivist, to cooperate in the restoration of the Old Treasury Building on State Circle. This building was one so confused with another that a study of both was indicated — with results that radically changed the tradition dating the structure back to the seventeenth century. As Dr. Radoff says, "No valid reason was ever given to support this extremely early date, but like so many other traditions it became in time unassailable."

This study having proved so valuable, it was extended first to all "colonial" buildings and finally to those of recent date. There proved to be less documentation for the later than for the early buildings, as delegation of function to other branches of government resulted in less careful record keeping.

For each of the 22 buildings, which are treated in chronological order, there is a well-written historical sketch based primarily on documents in the Hall of Records. This is supplemented by valuable material from the Maryland *Gazette*, which dates back to the first third of the eighteenth century and has had almost continuous publication since. A careful selection has been made from personal reminiscences. Forty-two plates, including early maps, old prints and views, photographs, and modern drawings, materially help the interpretation.

The first two buildings erected were the State House and St. Anne's Church, the removal from the Catholic St. Mary's City being dictated more by religious motives than by the remoteness of location and hardship of travel stated officially in the preamble of the act of the General Assembly for removal. Other needs were then met — for a school, a prison, a record repository, a powder magazine, a public necessary, a governor's mansion. By the time of the Revolution, the city was well embarked on two major projects, a new State House and a new church, which were completed after the war. Then economic forces brought about by a shift of population and commerce to Baltimore, one of the new Nation's leading ports, left State authorities little incentive or need for building until 1858.

Dr. Radoff in his preface ably traces the major historic trends that affected the State's building in Annapolis as the capital evolved from a city of commerce and industry to one of government and education, the seat of the U. S. Naval Academy and of St. John's College. The preface records, too, the depression years, when federally aided public works construction in the 1930's left its impress on the city, particularly in the construction of the Hall of Records.

To the archivist this work represents a pioneer project that would be difficult, if not impossible, to duplicate in most of the other 13 original States. In some it would involve a study of one or more different capitals; in others the State buildings were engulfed in great cities and the sheer bulk of buildings to be accounted for would be overwhelming; in still others there is no such long unbroken documentary record, because of losses from fire, war, and other causes.

But it is not to the archivist alone that Dr. Radoff's book presents a challenge. The architectural historian finds much matter for reflection in this compilation. The colonial architecture of Maryland was a brick architecture in a well-ordered Georgian taste. When the nineteenth century contributed a governor's mansion it was a sound Victorian structure with mansard roof and projecting bays, and the third St. Anne's Church of that period was in the prevailing Gothic taste. The contribution of the 1880's to the State House was an "annex" far larger than the original building. Then came the era of restoration, and architects of this generation had an opportunity to "turn back" certain of the colonial and early Federal buildings, and even, elaborately and expensively, to translate the Victorian governor's house into an imposing Georgian country mansion.

The architectural history concludes with an account of three of the most recent buildings serving such modern functions as a heating-plant and armory, in which a devout but not always effective effort has been made to emulate Georgian elegance. This striving culminates in the State Office Building (1938-39), and quite fittingly Dr. Radoff concludes his documentation with the architect's own account of his sources. These include "a combination of the spirit of all the houses of Annapolis — the Chase House, the Hammond-Harwood House and the Brice House," a tower inspired by Sir Christopher Wren, and wrought-iron work and entrance gates derived from those at Westover, Virginia.

HELEN DUPREY BULLOCK

National Trust for Historic Preservation

A Report by the Department of Archives and History on Archival, Historical and Museum Activities in Georgia, on the State and Local Level, compiled by Mrs. Mary Givens Bryan. [Atlanta, the Department, 1955. Pp. [68]. Processed.]

Mrs. Bryan, Director of the Department of Archives and History, State of Georgia, prepared this compilation on Georgia's archival and historical programs and museum activities on both the State and local level for distribution in mimeographed form to members of the Society of American Archivists and the American Association for State and Local History.

Although Georgia does not as yet have a fireproof archives building or a records management program and is at present using a warehouse as an unofficial records center for its noncurrent and overflow records, a movement is well under way to secure legislative sanction and the requisite appropriation for the secretary of state to employ "a specialist or organization of specialists in the field of records management to conduct a survey of records of the State of Georgia relating to more efficient and economical methods of creating, managing, keeping and disposing of Georgia's records."

A careful perusal of the progress report for Georgia archives will show that while the "Empire State of the South" is still a long way from its goal, it has made substantial strides during the past 36 years, under the leadership of Lucian Lamar Knight, 1919-25; Mrs. Ruth Blair, 1925-37; the late Mrs. J. E. Hays, 1937-51; and Mrs. Bryan, 1951 to date, successively directors of the Department since its establishment in 1918.

The first decade (1919-29) was spent principally in assembling the State's archives, classifying, inventorying, cataloging, codifying, and shelf-listing them. The next decade (1929-39) was spent in performing a like service for a number of its county records. During this period Georgia observed its two-hundredth anniversary, and by "Georgia Day, 1933," 36 of the 159 counties had placed published and unpublished county histories in the Department. The third decade (1939-49) was marked by the historical index project of the WPA and the State records microfilm project undertaken by the Library of Congress in association with the University of North Carolina. During the present decade, the Director, with one assistant, has been attending to the transfer and inventorying of the records of the land-grant office and the surveyor-general's department.

In the long-range county program significant progress has been made in inventorying, repairing, rebinding, indexing, and microfilming about 15 percent of the records of the lands in 48 counties distributed by the headright, bounty, and lottery systems.

Compiled here are reports of publications by the Department, 1919-55; of the restoration and lamination division, 1941-55; of the microfilm division, 1951-55; and of the Historical Commission, 1951-55; the State Museum, 1955; the Historical Society, 1955; the Society of Historical Research, 1955; the Atlanta Historical Society; the Dekalb Historical Society; and the Richmond County Historical Society.

This is an excellent report of State and local archival, historical, and museum activities, with no discussion of projects sponsored by the Federal Government in Georgia.

ELMER O. PARKER

National Archives

Central African Archives. *Archives in a New Era, a Report by the Chief Archivist for the Period 1 January 1949 to 30 June 1954.* (Lusaka, Northern Rhodesia, Government Printer, 1955. Pp. viii, 81, illus., appendixes.)

With notable clarity and literary style V. W. Hiller describes the flowering of an institution of which American archivists have read with interest since it was established, in 1935. Initially set up for the self-governing colony of Southern Rhodesia, the Archives has now been expanded to serve the new Federation of Rhodesia and Nyasaland. The depth of understanding that comes of a philosophical approach and experience wisely tested is here applied to an unusually broad range of activity. Traditional concepts and modern methods are blended with rare judgment.

Seasoned practitioners as well as students could profit from Mr. Hiller's remarks on the responsibility of archivists to scholars, the public, and government. On the familiar problem of arrangement of records to suit various demands, his facility of expression is evident: "the archivist must be all things to all men, and the only way he can be so is to give his first service to the archives themselves; the rest will follow."

While he reports impressive accomplishments, Mr. Hiller is candid about his problems. They are principally shortages of staff and of space and the failure of agency officials to follow through on transfer and disposal programs once established, all familiar to us. Mr. Hiller plans to meet these problems by territorial records centers. Records will pass to the control of the Archives promptly, but the valuable ones will remain in the centers in Northern Rhodesia and Nyasaland for 30 years and in Southern Rhodesia for 15 years before passing to the Central African Archives itself.

The Archives has been seeking to fill the gaps in its public records and to complete its documentation of the period before responsible government; that is, before 1923. This has meant chiefly collecting manuscripts and microfilm copies representing the British South Africa Company, as well as invaluable additions to the papers of David Livingstone, Cecil Rhodes, and other early leaders.

The broad aspect of the Archivist's work is seen in his responsibility for the library, publication, and exhibit activities. The research library, in addition to supplementing the records in research, performs for the Federation the task that the British Museum performs for the United Kingdom. Notable acquisitions are mentioned, as is the importance of the technical library on archives and records administration. The character of the map collection is highlighted by the gift of a map prepared by Livingstone and an associate in 1851, giving the approximate location of Victoria Falls.

The emphasis on records management is based upon "the inflation in the value of many written documents" resulting from mass paperwork. The archivist's role in this field is seen as part of the application of his specialized knowledge to the whole life of the records. Archivists alone, Mr. Hiller says, are qualified to look after the national heritage of records, which to future generations will constitute the living past. And they can fulfill the obligation only if they take their part in the management of the semicurrent records. Yet he recognizes that the archivist will be performing two distinct and separate functions, records management and research activities.

Among technical developments the classification of records by a number scheme is of interest. This scheme, by record groups, major classes, and organizational units, governs the overall arrangement but does not affect that within the files themselves.

The service of the Archives is being extended to local governments, and Mr. Hiller and his staff have given technical assistance to several other African territories. Thus it is evident that he is contributing notably to the development of the cultural heritage not only of the Federation but of the whole continent.

Philip C. Brooks

Federal Records Center, San Francisco

National Archives of India. *Studies in Dextrine Paste.* [Technical Bulletin No. 1] (New Delhi, 1955, Pp. 5. Mimeo. Appendix and bibliog.)

The preface to this bulletin contains a brief discussion by the Director of Archives, Government of India, relative to the repairing and rehabilitation of records and manuscripts undertaken by the National Archives. It also outlines the project of the Research Laboratories of the National Archives of India to determine the cause of the yellowing of old records repaired with chiffon and dextrine paste.

In the course of their research, accelerated aging tests (heating for 72 hours at 100° C.) were employed in the evaluation of experimental specimens of manuscripts repaired with chiffon and fine muslin and dextrine paste and with cellulose acetate adhesives. Test data indicated that specimens repaired with muslin and dextrine paste showed no discoloration or yellowing, whereas specimens repaired with chiffon and dextrine paste developed a distinct yellowish color.

The effect of the paste composition on the yellowing of chiffon-repaired specimens was investigated and the rather strong acidic nature of the paste was suspected as the cause of this condition. White arsenic, added to the dextrine paste as an insect deterrent, was observed to accelerate the aging of chiffon. Several other chemicals were therefore investigated as replacements for this ingredient of the paste. Dextrine paste formulas containing 1% by weight of lead carbonate and barium carbonate as insect deterrents were found to increase the pH value of the dextrine paste and reduce the yellowing effect on chiffon-repaired specimens. The lead carbonate additive was chosen as the most satisfactory of the chemicals tested, and the complete dextrine-paste formula containing lead carbonate as replacement for white arsenic is given.

An appendix contains the various formulations used in the experimental work and several tables of test data.

Librarians and others engaged in the preservation and rehabilitation of records and manuscripts, by means of the chiffon or crepeline method, should find this bulletin of much interest.

M. S. Kantrowitz

United States Government Printing Office

Early American Trade with Mauritius, edited by A. Toussaint. (Port Louis, Mauritius, Esclapon Ltd., 1954. Pp. 86.)

The Chief Archivist of the Mauritius Archives, A. Toussaint, has selected 38 documents concerning American trade with the French colony of Île de France (now the British possession of Mauritius) from 1793 to 1803 for publication in the second volume issued by the Mauritius Archives Publication Fund. Thirteen of the documents are from the records of the Republican Government of Île de France, preserved in the Mauritius Archives, and 25 are from the consular despatches to the Department of State, in the National Archives of the United States. The editor states (p. 17) that all these documents are published for the first time, but three letters — of July 8, August 10, and December 12, 1799 — from the acting United States Consul in Île de France to Secretary of State Timothy Pickering (Nos. 17, 22, and 24) have been published in full in *Naval Documents Related to the Quasi-War Between the United States and France*, the first in the volume on *Naval Operations from April, 1799, to July, 1799* (pp. 476-478) and the last two in *Naval Operations from August, 1799, to December, 1799* (pp. 56-57 and 531-533). Some words in these letters which Dr. Toussaint has indicated that he omitted from his text, perhaps because of the difficulty of reading the photocopies from which he apparently worked, are to be found in these volumes of naval documents. The latter transcribe the consul's name as "George Haily" or "Hally," whereas Dr. Toussaint gives it as "Stacey."

Dr. Toussaint also includes a valuable "Calendar of American Voyages to Île de France from 1786 to 1810," compiled from the *Calendriers des Îles de France et de Bourbon*, fairly complete for 1775-1790; from the *Rapports de mer* for 1786-1810 made by shipmasters to the admiralty courts of Île de France, preserved in the Mauritius Archives; and from the occurrence-books of the municipality and central police office of Port Nord-Ouest (Port Louis) for 1794-1810, in the same archives. The list gives for each year the dates at which American ships touched at Île de France, their American ports of embarkation, and the names of their captains. Beginning with one ship, the *Grand Turk* from Salem, in the year 1786, the number grew to 87 for the years 1786-1793 and 111 for 1796-1798, and reached a peak of 98 in 1805. From 1804 to 1807 American ships constituted half the neutral ships touching at the island, but their numbers declined after 1808.

In the introduction the editor traces briefly the development of the foreign trade of Île de France and summarizes the contents of the documents. This is in large part a reprint of his interesting article, "Early American Trade with Mauritius," in the *Essex Institute Historical Collections*, 87: 373-387 (Oct. 1951).

The Mauritius Archives should be congratulated upon its interest in the publication of this rather inaccessible material, and it is to be hoped that additional volumes will be forthcoming. It is to be regretted, however, that the editor does not describe more fully the resources of these archives or indicate what principle he followed in selecting these few documents. He declares in the preface that the years 1793-1803 "were the most significant in the history of early American ventures in the Indian Ocean," and yet states (p. 13) that American trade with Île de France continued to be great from 1804 to 1807. The documents selected for publication consist chiefly of protests by American shipmasters and consuls against French restrictions upon American trade, such as an embargo, customs duties, and confiscation of ships or cargoes in two periods: from 1793 to 1795 after the outbreak of war between Great Britain and France, and again from 1798 to 1800, during the undeclared naval war between France and the United States. They reveal the generally favorable attitude of Governor Malartic towards the Americans, perhaps because of the island's growing dependence upon American food as well as because of the Franco-American commercial treaty of 1778; the opposition of "the Jacobins" in the island to American trade; and some information about commodities, prices, and American consular practice. Some editing of the documents would have made references to local conditions more intelligible.

On the whole, this somewhat fragmentary collection of documents and calendar of American voyages does bring together interesting and valuable material for the study of early American trade in the Indian Ocean from 1786 to 1810 and reveals something of the extraordinary enterprise of American shipowners and captains as well as the reasons for the fluctuating policies of the colonial administration and assembly in Île de France.

EVELYN M. ACOMB

State University Teachers College,
New Paltz, New York

Northamptonshire Archives Committee *Annual Report, 1954-1955.* (Northampton, 1955.)

Worcestershire Achivist *Annual Report for 1954-1955.* (Worcester, 1955.)

National Register of Archives, Worcestershire Committee *Seventh Annual Report, 1954-1955* (Worcester, 1955.)

Worcestershire Photographic Survey Council *Fifth Annual Report, 1954-1955.* (Worcester, 1955).

These four reports bear witness to the amount of time and effort spent in England in discovering and preserving local records and to the extent to which these records are becoming available to the public. Local historical and antiquarian societies have existed in England for many years and interest in the preservation of local records is not new. Activity in these areas has been stimulated, however, by the work of the National Register of Archives, a division of the Historical Manuscripts Commission, which functions through county committees like the Worcestershire committees noted above. Although this activity may result in a number of separate county organizations, the Worcestershire reports show that such organizations work closely together. Also, although in Worcestershire and probably elsewhere, records will continue to be housed in various repositories, not always under ideal conditions, nevertheless efforts are being made to improve the care of such records and to make their existence known.

Members of the Worcestershire Committee of the National Register of Archives are engaged in listing and reporting to the Register documents in private hands and in cataloging those in public libraries in the county. The Worcestershire Photographic Survey Council, with the aid of the local societies of which it is composed, is collecting photographs that relate to the county. Expeditions to take new pictures are encouraged, and anyone having interesting or important photographs is urged to deposit copies in the Shirehall collection.

By far the most informative of these reports are those of the two county archivists, that for Northamptonshire constituting the greater part of the report of the Northamptonshire Archives Committee. The setup in these counties is the result of a widespread movement that has resulted in the staffing of many county record offices with trained archivists, in place of interested antiquaries with little or no training. These reports show the kind of work that goes on and the problems that must routinely be met in a county record office under such direction. Both offices are in need of new quarters, which it is hoped can be acquired shortly. In each county the work of listing, cataloging, and repairing both new and old collections goes steadily forward. The Northamptonshire office has this year published a guide to its records so that scholars may know what is there. Both offices report that their facilities are used by local people and by historians and others from farther afield; both offices are prepared to supply copies of records and answer queries. As a means of encouraging local interest staff members during the year have prepared exhibits illustrating their work and have given lectures to local groups. There is evidence of considerable cooperation with local historical societies and other local organizations. Similarly both archivists have given what time they could to those in charge of ecclesiastical, borough, and town records and to private individuals who have records in their possession.

The significance of these reports lies not in their detail but in the information they afford about the discovery and preservation of local records, work in which, as these reports indicate, local groups play a vital part. If all local records were taken to London, interest in them and in other records as yet unreported would undoubtedly lessen and thus many important documents would be lost, or remain to all intents and purposes lost, because of their inaccessibility. It is through reports such as these that local interest is kept alive and that scholars can learn of these local repositories and the facilities they offer.

Elisabeth G. Kimball

Princeton, New Jersey

Erhvervshistorisk Årbog. Meddelelser fra Erhvervsarkivet, Vol. 7, 1955. (Aarhuus, Denmark, Rosenkilde og Bagger, 1955. Pp. 152. 16.25 kr.)

This is the seventh yearbook published by the Danish Erhvervsarkivet or Business Archives in Aarhuus. It consists of four scholarly articles, followed by a short account of archival activities for the 12 months ending March 31, 1955.

The first article, by Poul Enemark, tells of the attempts of the Danish nobility in the sixteenth century to profit from the purchase of steers for export, a lucrative, privileged business, which the Crown had reserved for native cattle dealers only. The second and longest article is by Troels Fink. It discusses economic questions in Schleswig-Holstein during the years 1773-1807, a period which later historians regarded as fortunate for the duchies. The treatment rests upon printed sources which the author admits must be handled with caution. Included are such broad topics as the monetary, bank, and credit systems, taxes, customs duties, agricultural problems, industry and handicraft, commerce, and shipping. The complaints of the time have a surprisingly modern ring. The currency was not stable. There were too many representatives abroad and too many pensioners at home. The State meddled too much in business, and government expenditures should be reduced. Home industry should be encouraged and protected from foreign competition. Taxes naturally were a sore point. Yet the economy of Schleswig-Holstein was on the upswing, and those who grumbled generally had a private ax to grind.

Archivist Finn H. Lauridsen's contribution is based upon the Schou family archives (1812-1919), accessioned in 1954. This collection is unusual because it contains the handwritten notes of the well-known grain dealer, Hans H. Schou, on his transactions in the years 1831-42, 1844, 1849, and 1851. From a modest start Schou built up an impressive and profitable grain-export business. His notes, here reproduced, reveal a shrewd and careful observer of the weather and its effect on crops, the prevailing prices, and the fluctuating market for grain.

Lastly, Archivist Vagn Dybdahl offers a penetrating study of the values and uses of anniversary publications, including business histories. He reviews critically a recent Danish bibliography in this field, which is of limited utility because of the chronological listing of titles and the absence of any topical approach. Dybdahl sees educational and informational values in anniversary publications. But to be worthwhile they must have a sound historical and economic basis and be well and interestingly written. The necessary archival sources must be preserved and sufficient time allowed for thorough preparation.

During the past year Erhvervsarkivet received about 2,000 volumes and packages of records, of which a large part represented additions to earlier accessions. The sources of these records included banks, commercial houses, law firms, and a liquidated Danish affiliate of the German I. G. Farben concern. The task of arranging the archives continued, and the library increased its holdings.

Apart from this yearbook, members of the staff have been active in turning out several publications, including the memoirs of the late Rasmus Berg, who produced many trade and craft histories, and the projected five volumes of letters, articles, and essays of the historian and statistician, Marcus Rubin. As in the past, Erhvervsarkivet has had financial support from both public and private funds.

HAROLD LARSON

Air University Historical Liaison Office

Album de Paleografía Hispanoamericana de los siglos XVI y XVII. By Agustín Millares Carlo and José Ignacio Mantecón. [Instituto Panamericano de Geografía e Historia, Comisión de Historia, 46.] (México D. F., Editorial Fournier S. A., 1955. 3 vols. Pp. x, 187; xv, 93 plates; xvi, 132.)

Scholars and archivists who have occasion to work with records of the sixteenth and seventeenth centuries have need for a knowledge of the science of paleography. Thus the "Album of Hispanic American Paleography of the 16th and 17th Centuries," issued by the Commission on History, is a technical manual of great value for persons interested in Spanish American archivology. The work is divided and bound in three parts. The first, "Introducción," has a preliminary statement dealing with definitions, methods, and bibliography. Then follows a study of the evolution of Latin and Spanish writing before the fifteenth century and a more detailed consideration of Spanish writing from the fifteenth century onward. This latter treatment gives special attention to forms of letters, paper, writing instruments, abbreviations, and numerals. The three final chapters contain information on writing in colonial Spanish America, notes of the archives, and principles of transcription and publication of documents. Scattered through this part are numerous illustrations of letters and forms of writing. Also at the end there are illustrations of hundreds of letters, signs, and abbreviations found in Spanish American writing, with an indication of the meaning in each case. This part is truly a valuable introduction to and history of Hispanic American paleography.

Part two, "Laminas," comprises 93 excellent photographic reproductions of documents. The first 14 are illustrative of documents from Spain of the twelfth to the fifteenth centuries. The remainder are selected documents from various Spanish American countries, dating from 1500 to 1643. These facsimiles serve to illustrate the types and character of the records found in archives relating to those countries. Part three, "Transcripciones," contains the printed texts of the documents included in "Laminas." The location of the original and an indication of any publication are given in each instance. There is also a paleographic commentary on each document, detailing all the special features of the letters, signs, and abbreviations employed in the writing.

Agustín Millares Carlo and José Ignacio Mantecón, as well as the Commission on History of the Pan American Institute of Geography and History, are to be congratulated on making available this comprehensive and important treatise on Hispanic American paleography.

Roscoe R. Hill

Washington, D. C.

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The joint annual luncheon session with the American Historical Association was held in the Pan American Room of the Mayflower Hotel on Thursday December 29, 1955. J. H. Easterby of the South Carolina Archives Department presided, and Richard B. Morris of Columbia University read a paper entitled "Archives and the Next Fifty Years."

MINUTES OF THE COUNCIL

December 28, 1955

The meeting was called to order in the National Archives Conference Room by the president at 5:45 p.m., with the secretary, treasurer, editor, and council member Wayne C. Grover in attendance. Council members Dolores Renze and Leon de Valinger, Jr., had sent to the secretary comments on matters on the agenda.

Minutes of the previous meeting were approved. The treasurer submitted a budget for 1956, and after some discussion his estimates were amended to provide $500 additional for printing the directory. The budget then was approved.

The council directed the secretary to control the issuance of printed stationery for the committees in order to safeguard against any unauthorized use of the name of the Society.

It was voted that the dates of the Washington meeting should be either Thursday October 11 and Friday October 12 or Monday October 15 and Tuesday October 16, 1956, the precise dates to be determined by the Committee on Local Arrangements. The registration fee for the convention was established at $1.50.

Proposed dates for the Columbus, Ohio, meeting in October 1957 were then discussed. Monday October 7 and Tuesday October 8 were the dates agreed upon, since it was thought desirable to meet in conjunction with the American Association for State and Local History. It was felt that if possible a joint session of the two societies should be held on Monday afternoon. It was also agreed that, if feasible, the Society's headquarters should be the Deshler-Hilton Hotel, which is serving as the Association's headquarters. If this is not possible, sessions might be held at the nearby Neil House.

At the request of council members Renze and de Valinger action was deferred on the question of fellowships within the Society. It was directed that their comments on the matter should be referred to the Committee on Professional Standards for further consideration.

The president asked advice on the naming of the Society's delegates to the International Conference on Archives to be held in Florence, Italy in September 1956. Solon J. Buck was unanimously recommended for appointment as one representative of the Society.

Owing to an inquiry received from certain records organizations in the West, the question of establishing local chapters of the Society was discussed. Earlier concern with the question was recalled. Since no constitutional provision exists to authorize such chapters, the secretary was advised to instruct a group in Denver to meet on an experimental basis, provided that all concerned were members of the Society and that no local dues were collected. That group will be asked to report on its activities to the council at its next meeting and, if desirable, the council thereafter will consider what steps may be taken to deal with the problem.

No plan having been formulated for approaching any foundation for support of Society programs, it was agreed that all members of the council should send to the president their ideas on drafting a suitable proposal.

The Council approved the editor's appointments to the editorial board of the journal, namely: J. H. Easterby in place of Fred Shelley, Florence E. Nichol for William J. Petersen, and Lyman H. Butterfield for Henry J. Browne.

A small donation to the Society was reported, and the treasurer was authorized to keep it in the general funds and open a special gift account only upon further receipts.

The council adjourned at 7:30 p.m., with the decision to hold its next meeting in the spring.

Henry J. Browne, *Secretary*

The secretary announces the following committee appointments for 1955-56:

Administrative Committees

Auditing: Helen L. Chatfield, chairman

Local Arrangements, 20th annual meeting: Wayne C. Grover, chairman; Henry J. Browne, Homer Calkin, Robert H. Land, Albert H. Leisinger, Forrest L. Williams

Nominations: Alice E. Smith, chairman; Oliver W. Holmes, Lola Homsher

Program, 20th annual meeting: Sherrod East, Chairman; Oliver Holmes, Arthur E. Young, Robert H. Land, Gust Skordas, Henry Eddy, Lewis J. Darter, Jr., Mary C. Lethbridge

Membership: Dolores C. Renze, chairman; Rodney K. Waldron, Philip C. Brooks, George E. Warren, Vera A. Avery, Donald Danker, James R. Fuchs, Seymour Alderson, Daniel F. Noll, Charles E. McCusker, Henry Young, Joel D. Buckwald, Lewis H. Thomas, Theodore R. Schellenberg, John W. Porter, J. H. Easterby

Technical Advisory Committees

Audio-Visual: Hermine M. Baumhofer, chairman; Owen W. Bombard, Forrest L. Williams

Bibliography: Lester W. Smith, chairman; Edna L. Jacobsen, Alice E. Smith, Ernst Posner, Grace Quimby

Archival Buildings and Equipment: Victor Gondos, Jr., chairman; Everett O. Alldredge, Leon de Valinger, Jr., Vernon H. Beal, William T. Alderson

International Relations: Theodore R. Schellenberg, chairman; Philip C. Brooks, Robert Claus, John P. Harrison, Fred W. Shipman, William J. Van Schreeven

Microphotography: Albert H. Leisinger, Jr., chairman; Mary G. Bryan, Charles W. Dickens, Rex Beach, Daniel F. Noll

Preservation: William J. Barrow, chairman; Alvin W. Kremer, Vernon L. Beal, John S. Still

Records Management: Rex Beach, chairman; Dorothy Daggett, Lewis J. Darter, Irving Zitmore, Robert A. Shiff, Herbert E. Angel, S. J. Pomrenze

Professional Standards and Training: Morris L. Radoff, chairman; Wayne C. Grover, Philip C. Brooks, Solon J. Buck, Christopher Crittenden, Margaret C. Norton, Waldo G. Leland

General Promotional Committees

Business Records: Robert W. Lovett, chairman; Chester C. Conner, A. A. Deter, Norman L. Kilpatrick, Irving Zitmore, Henry E. Edmunds

Church Records: Edmund L. Binsfeld, chairman; Nelson E. Springer, Mabel Deutrich, Worth M. Tippy, Honorius Provost, Arthur J. Riley, John P. Hively, Thomas Spence, Jr.

College and University Records: Leonidas Dodson, chairman; Henry J. Browne, Edith M. Fox, Jacqueline Bull, Gaston Litton, Clifford Shipton, Lewis Vandervelde, Dwight Wilson

Labor Records: Paul Lewinson, chairman; Jesse E. Boell, Leone W. Eckert, Elizabeth M. Thomas, Morris Rieger, Henry J. Browne

Municipal Records: Charles E. Hughes, Jr., chairman; Vernon Beal, James Katsaros, Orval O. Liljequist, Elleine H. Stones, Thomas O. Amelia

State Records: Mary G. Bryan, chairman; Robert M. Brown, Lola M. Homsher, J. H. Easterby, Gust Skordas, Philip Mason

Special Committees

Publicity: To be announced

Resolutions: Olney Hill, chairman; Elizabeth G. Lee, Orval O. Liljequist

Since the publication of the report of the Committee on Labor Records in the January 1956 issue of the *American Archivist*, a number of State labor agencies have made returns on their records, reducing the number cited as not reporting. They are Connecticut (Labor Department), Illinois (Labor Department), Iowa (Bureau of Labor), Massachusetts (Department of Labor and Industry), Michigan (Department of Labor and Labor Mediation Board), Ohio (Industrial Commission and Industrial Relations Department), and Utah (Industrial Commission). The only jurisdictions from which there have been no reports are California, Guam, Louisiana, Maryland, South Carolina, and Texas.

The following new members have joined the Society since the publication of the January 1956 issue:

Robert A. Adriance, Denver Federal Records Center; Herbert Bernstein, Ezyindex Products Corp.; Louis G. Carrico, Chevy Chase, Md.; Charlotte Conover, New Hampshire Historical Society; Dorothy T. Cullen, Filson Club; Edna E. Currier, Colorado Military District, U. S. Army; Kimball C. Elkins, Harvard University Archives; Edward Eberstadt, Eberstadt & Sons, Inc.; Margaret E. Flory, National Archives; Rev. Paul J. Fullam, St. Michael's Monastery, Union City, N. J.; Wallace B. Goebel, National Archives and Records Service; Kenneth R. Hall, National Archives; Virginia Lake, U. S. Air Force Academy; William H. McCauley, Delaware Public Archives

Commission; Elmer O. Parker, National Archives; James W. Phillips, Rice Institute; Peter M. Pitfield, Saraguay House, Quebec; Charles F. Poole, Baltimore Records Management Office; Robert T. Quarles, Jr., Tennessee State Library and Archives; Lewis M. Robeson, Departmental Records Branch, AGO; Jackson S. Saunders, Radcliffe College; Harry Schwarts, National Archives; Rev. John H. Westhues, Archdiocese of St. Louis; and Erwin C. Zepp, Ohio Historical Society. The Federal Records Center, St. Louis, and the Longwood Library, Kennett Square, Pa., have become institutional members.

BUDGET PROPOSAL FOR THE YEAR ENDING JUNE 30, 1956

	Yr. ending 6/30/54 *actual*	Yr. ending 6/30/55 *estimated*	Yr. ending 6/30/55 *actual*	Yr. ending 6/30/56 *estimated*
1. Cash on hand July 1				
Checking Account	$1,790.49	$2,000.00	$3,194.47	$2,973.88
Bank (Sav.)				2,000.00
				$4,973.88
RECEIPTS				
2. Membership dues			2,991.05	3,200.00
Domestic	3,119.00	3,120.00		
Foreign	114.40	110.00		
3. Publications			2,867.08	2,500.00
Subscriptions	1,606.80	1,600.00		
Other	558.38	500.00		
4. Interest on Bond	25.00	25.00	25.00	25.00
5. Annual Meeting Surplus	476.46	100.00	363.28	
Other			40.54	
6. Refunds from advances, etc.	135.00			
Receipts (annual)	$6,035.04	$5,455.00	$6,287.70	$5,725.00
Receipts (total)	7,825.53	7,455.00	9,482.17	10,698.88
EXPENDITURES				
7. Administrative		1,200.00		1,000.00
Secretary's Office	451.74		139.60	
Treasurer's Office	54.98		113.11	
Committees and Special Projects	81.15		90.50	750.00
8. Torch Press	3,702.94	4,500.00	3,982.74	4,100.00
Editor's Expenses			89.64	100.00
Other Publication Expenses	90.25			
9. Advance to Comm. on Local Arrangements	200.00		92.70	100.00
10. ICA Dues	50.00	17.00		
Expenditures (total)	$4,361.06	$5,717.00	$4,508.29	$6,050.00
11. Cash balance	3,194.47	1,638.00	4,973.88	5,148.88
Less savings account			2,000.00	2,000.00
Checking Acct. Balance			2,973.88	2,648.88

(Sgd.) Ernst J. Posner, *President* (Sgd.) Henry J. Browne, *Secretary* (Sgd.) William D. Overman, *Treasurer*

Approved by the Council December 28, 1955.

NATIONAL ARCHIVES AND RECORDS SERVICE

In memory of the late J. Franklin Jameson, whose "persistence and wise guidance led to the establishment of the National Archives," the American Historical Association presented a bronze plaque to the Archives on December 28, 1955. Purchased with subscriptions from Dr. Jameson's former colleagues, friends, and students, the plaque has been installed in the Pennsylvania Avenue lobby of the Archives Building. Boyd C. Shafer, the association's executive secretary, presented the gift to Wayne C. Grover, Archivist of the United States, during a memorial program which included presentation of a paper by Waldo G. Leland on "Jameson's Campaign for the Archives."

Those working in the field of archival and records management have long felt a need for standardization of professional terminology. The National Archives and Records Service has issued in draft form a "Glossary of Records Terminology." Archivists and records officers may obtain copies while the supply lasts. Those requesting copies are invited to submit to the Archivist of the United States their comments on the glossary and particularly their suggestions for improving it.

Preliminary inventories recently issued describe cartographic records of the Panama Canal and records of the Office for Emergency Management. Number 52 of National Archives *Accessions*, which lists records accessioned by the agency between July 1, 1953, and June 30, 1955, has been published. The issue also contains an article by Lyle J. Holverstott entitled "The General Accounting Office Accession: Its History and Significance." These publications and a revised *List of National Archives Publications* (January 1956) are available on request.

President Eisenhower has appointed Tracy E. Strevey, dean of the College of Letters, Arts, and Sciences of the University of Southern California, to be a member of the National Historical Publications Commission to succeed Arthur M. Schlesinger, whose term had expired.

The *Writings on American History*, 1951, compiled by the National Historical Publications Commission and issued by the American Historical Association, is now available from the Superintendent of Documents, Washington 25, D. C., at $2.50 a copy.

LIBRARY OF CONGRESS

The Library has received the papers of T. De Witt Talmage, 1832-1902, celebrated nineteenth-century American preacher. The collection of some 2,500 pieces includes about 300 sermons.

Lee de Forest, inventor and pioneer in the development of wireless communications, has presented his diaries or notebook journals spanning the years 1891-1949, about 50 letters written by him, 1884-1950, and a subject file of his personal writings.

The papers of Bainbridge Colby, Secretary of State under Woodrow Wilson, have been received. The collection, about 2,500 pieces, contains early family letters but for the most part relates to Colby's career from 1912 on. Special permission to use the collection should be requested through the chief of the Manuscripts Division.

The papers of the late Emmanuel A. Goldweiser, outstanding economist and for many years director of the Division of Research and Statistics of the Federal Reserve Board, have been presented to the Library. The collection numbers some 1,500 pieces and covers the years 1919-52 but is more concentrated for the period 1930-45. Correspondence and other materials on the policies and operations of the Federal Reserve Board and on special subjects such as the Bretton Woods Conference and the British loan of 1945 are included.

A series of 26 diaries kept by Susan B. Anthony from 1856 to 1906, but mainly during the 1870's and from 1890 on, have been added to the Anthony papers in the Library.

The Library's *Quarterly Journal of Current Acquisitions* for February 1956 features Katharine E. Brand's article, "Woodrow Wilson, in His Own Time." Miss Brand describes the Library's collections of the personal papers of the former President and of the statesmen who served in his administration — the largest and most important body of source material for the study of Wilson and his era. (Wilson's papers alone, through the public-spirited gifts of his widow and his friends, now number more than 196,000 pieces and cover his career from his student days to the Presidency and world statesmanship.) Miss Brand also describes how the papers of many other public figures — including 10 of the 19 men who served in the Cabinet between 1913 and 1921 — have been joined with Wilson's papers in the Library to form "a Mecca for scholars concerned with the history of the first quarter of the twentieth century."

Lester K. Born, until recently coordinator in the Library's micro-reproduction project, has resigned from the Library to serve as Cultural Affairs Officer, United States Embassy, Manila, P. I.

TECHNICAL DEVELOPMENTS

Eastman Kodak Laboratories has developed for the Air Force, though not yet for general use, a "Minicard System." Documents, at a reduction of 60 to 1, or their code symbols are photographed on minicards, pieces of film 3/8 by 1 1/4 inches. When information is desired, minicards can be searched photoelectrically at an estimated rate of 1,000 per minute, said to be the equivalent of 21,600 pages per minute.

A decade of experience with modular construction, a type of much promise for the wholesale storage of either books or records, is summarized by Angus Snead Macdonald in the December 1955 *Library Journal.* "Modules are those space divisions bordered at bottom and top by floors and at corners by the columns that support the building. Instead of load supporting interior walls, regularly spaced rows of structural columns and wide open floor spaces form the . . . interior."

In the "Tools of Office" section of the October 1955 issue of *Office Management,* Robert Beeman discusses filing equipment, systems, and supplies and gives a detailed listing of manufacturers and products.

Dorothy K. Taylor, administrator of the Wyoming State Microfilm Department, reports the purchase of a specially designed table for use with a Model D table camera. It has "book cradles which work together or independently by gears, a plate glass top on heavy spring with foot pedal, and other gadgets to save time and labor." Information concerning it can be obtained from Dakota Microfilm Service, 2418 W. Dunkeld Pl., Denver 11, Colo.

FOREIGN NEWS

Austria

Florian B. Rath of the Haus-Hof-und Staatsarchiv in Vienna was a recent visitor in the United States. Dr. Rath attended the annual meeting of the Society of American Archivists, spent some time at the National Archives and Records Service in Washington, and visited several State archives and records installations.

Canada

The Public Archives of Canada, now housed in the Archives Building on Sussex Street in Ottawa, will eventually be moved to the third floor of a new building now planned for the National Library of Canada on a conspicuous site overlooking the Ottawa River. The architect is A. S. Mathers of the Toronto firm of Mathers and Haldenby.

Costa Rica

Jorge A. Lines, professor of history in the University of Costa Rica, has described some of the cultural institutions of the United States, including the Library of Congress and the National Archives, in a series of essays published by the United States Information Service under the title *Reminiscencias de un viage por los Estados Unidos.*

Germany

It is reported that as many as 90 freight-car loads of German records have been brought back from the Soviet Union to be housed in the new building of the Central Archives at Potsdam, within the Soviet Zone of Germany. A news item from the *Frankfurter Allgemeine Zeitung* of October 4, 1955, as translated, asserts:

> The materials comprise documentation on German internal and foreign politics from the fourteenth to the twentieth century. Among others the returned materials include files of the Foreign Ministry between 1870 and 1930; also documents of the Hohenzollern House Archives and the Prussian Secret State Archives. There are also materials originating in the Ministry of Propaganda and in the Berlin Police Headquarters, documents concerning German internal policy up to 1945, and files of the consulates and embassies of the Reich and the Reich's Colonial Office.

Great Britain

The Records Preservation Section of the British Records Association is sponsoring a 5-year undertaking "for the specific purpose of dealing with accumulations of documents in the offices of London solicitors." The Pilgrim Trust is providing funds.

The first annual conference of the Society of Archivists was held at York last year. A decision was reached to offer annually an "Archivist's Prize" to the member not over 30 years old who submits the best article under 3,500 words in length appropriate for publication in the Society's journal.

Two members of the archival profession were honored in 1955 with the O.B.E. (Officer of the Order of the British Empire): M. F. Bond, Clerk of the Records at the House of Lords Record Office; and V. W. Hiller, Chief Archivist of the Central African Archives.

Honduras

Arnulfo Pineda López, assistant to the Director of the Archivo Nacional in Tegucigalpa, Carlos Somoza, is visiting the United States under a grant from the Department of State for a year's training in all aspects of modern archival administration. After his return to Honduras, Señor Pineda will advise in the planning of a new archives building and assist Professor Somoza in directing the transfer of the archives from their present overcrowded quarters.

India

The National Archives of India, New Delhi, under the directorship of B. A. Saletore, issues in English a monthly status report called *Activities of the National Archives of India.* The institution offers both a 1-year and a 3-months course in the science of archive keeping. The latest short course, July-September 1955, attracted a dozen registrants.

Israel

During 1955 G. Herlitz retired as director of the Central Zionist Archives, Jerusalem, and A. Bein was appointed to succeed him. Dr. Bein's chief assistants are Israel Klausner and Paul A. Alsberg.

Panama

Lectures given at the University of Panama by Philip C. Brooks during his 1954 records advisory mission have been published under the title *El Manejo de Archivos y Documentos* (Imprenta Nacional, 1955. xvi, 215 p., charts, appendixes). It is understood that copies are available from the Sección de Publicación, Controloría General de la República, Panama, R. P.

During Dr. Brooks' followup visit to Panama last fall, he worked chiefly with the Banco Nacional, devising and installing a completely new subject file scheme. Some work was also done for the National Assembly and the Foreign Office. Estela Morene de Grandi, who assisted Dr. Brooks during his original mission, was again assigned to full-time work with him in the Banco project. She became head of the newly enlarged Archives Section of the Comptroller

General's Office on January 1, 1956. Before leaving Panama in November, Dr. Brooks spoke at a meeting of some 180 persons, members of the Associación de Archiveros and the Sociedad de Administratión Pública and others who had attended his course of lectures in 1954.

ALABAMA

The legislature of Alabama has created two records commissions to operate under the chairmanship of the director of the Department of Archives and History, one of 7 members to manage records policy at the State level and one of 11 members to handle records policy at the county level. The new legislation (Act No. 565, 1955) recognizes the legal validity of duly authenticated reproductions, whether photographs, microfilms, or prints made from them. The photographing or microphotographing of Alabama public records, other than those of political subdivisions, is centralized in the Department of Archives and History. The present director of the department is Peter A. Brannon.

The new Air University Library now under construction at Maxwell Air Force Base, Montgomery, will be provided with an extensive vault to accommodate classified documents that are now stored in 4-drawer filing cabinets. When the vault is completed, the documents will be transferred into fiberboard containers which will be shelved on standard library shelving.

CALIFORNIA

The Ward Ritchie Press of Los Angeles has printed in limited editions the three parts of the *Catalogue of Books and Manuscripts in the Estelle Doheny Collection.* The treasures described are housed in the Edward Laurence Doheny Memorial Library at St. John's Seminary, Camarillo.

The California Historical Society and the Society of California Pioneers for a number of years occupied jointly the latter's building at 456 McAllister St., San Francisco. Because of the growth of its own collections, the California Historical Society during Christmas week moved its office and holdings to temporary quarters on the seventh floor of the Flood Building, 870 Market St., San Francisco 2. On January 1, Augustus Pollack officially became the society's managing director, succeeding Mrs. Rogers P. Parratt, retired.

Early in 1956 the Bancroft Library acquired the papers of Hiram W. Johnson. The manuscripts fall into three groups: gubernatorial papers, 1910-17, covering Johnson's two terms as Governor of California; senatorial papers, 1917-45, covering Johnson's long career in the United States Senate; and personal papers, 1917-43.

The municipality of Santa Monica is setting up a complete records management program for the scheduled retention and disposal of all municipal records. To direct the program Harold L. Sunderland has been made administrative assistant to the city manager.

Alan G. Negus, vice president of the National Records Management Council in charge of the San Francisco office, has moved to New York to direct all advisory services of the council.

COLORADO

The chancellor of the University of Denver has designated Stuart Baillie, director of libraries, as the University Archivist.

ILLINOIS

Carl Sandburg has presented his personal library and manuscript collection to the University of Illinois Foundation. The collection, including Sandburg's Lincolniana, will be maintained intact at the university.

The National Records Management Council has been selected to conduct the Illinois Records Management Survey described by Margaret Norton in our last issue. Thornton Mitchell has been named project director for the council, and the State is to appoint a liaison officer to work with the council for the duration of the survey.

INDIANA

J. K. Lilly of the well-known Indianapolis pharmaceutical firm is presenting his collection of rare books and manuscripts to Indiana University. Assembled over a period of 30 years, the collection includes a letter from John Hancock about the first printing of the Declaration of Independence, a copy of the Bill of Rights presented by Washington to Jefferson, a signed copy of the Emancipation Proclamation, a manuscript of the Thirteenth Amendment signed by illustrious men, an autographed copy of Gen. Robert E. Lee's surrender order, and the manuscript of "Dixie."

IOWA

The general assembly has appropriated $200,000 for a State Historical Society Centennial Building, contingent upon the raising of $100,000 by the society's 5,000 members.

The late Ora Williams, from 1939 to 1946 curator and historian of the Iowa State Department of History and Archives, is the subject of an appreciative article in the July 1955 issue of *Annals of Iowa.*

MASSACHUSETTS

The third annual summer Institute on Historical and Archival Management will be offered by Radcliffe College, with the co-sponsorship of the department of history of Harvard University, June 25-August 3. Designed for college graduates interested in a career in archives, museums, or historical societies, the course is open also to employees of such institutions. Students will study archival and historical resources and their relation to the interpretation of history, and they will visit representative manuscript and archival repositories, historical societies, and museums in the area of Greater Boston. The staff will consist of 15 or more experts in these fields. The course is under the direction of Lester J. Cappon. Two full-tuition scholarships of $200 each are available. Inquiries should be addressed to the Institute, 10 Garden St., Cambridge 38, Mass.

MICHIGAN

Walt Whitman's commonplace book, a manuscript volume covering the years 1876-89, stolen from an exhibit at the Detroit Public Library in 1955, has been mysteriously returned. The item belonged to the Detroit industrialist Charles M. Feinberg and was reputedly valued at $25,000.

Additions to the Burton Historical Collection during 1955 included 1,500 pieces of correspondence and 27 volumes of diaries and account books in the nineteenth century George Johnston papers; 2,000 items, 1782-1816, in the papers of August Brevoort Woodward, Territorial judge; some letters, 1843-61, and business documents of William Woodbridge, judge, Governor, and United States Senator; many additional papers of Eliza Seaman Leggett, a post-Civil War social and humanitarian leader in Detroit; about 300 documents in a Horatio Seymour collection; a Potawatomi Indian deed, July 6, 1776, to Grosse Ile at the mouth of the Detroit River; and Capt. Alexander Harrow's logbook of the British schooner *Chippewa*, 1793-95.

MISSOURI

Under the supervision of the Rev. John H. Westhues, Archivist, the archives of the Roman Catholic Archdiocese of St. Louis have been transferred from the basement of the chancery office for temporary housing at Kenrick Seminary. The materials will eventually be housed in a specially constructed section of a new preparatory school building.

NEW HAMPSHIRE

On January 1, 1956, Philip N. Guyol succeeded Elmer Munson Hunt as director of the New Hampshire Historical Society.

The legislature has enacted a capital budget bill that allocates $4,000 for an archival survey in New Hampshire. At the beginning of 1956, however, the plans for such a survey had not taken definite form.

NEW JERSEY

Thomas Amelia has been appointed as head of the Bureau of Archives and History of the New Jersey State Library to succeed William Benedon, now records consultant for the Lockheed Corp. in Burbank, Calif. Mr. Amelia has had broad experience in the records field over a period of years. In 1951 he made the report that was largely instrumental in establishing the Philadelphia Department of Records. In 1953, as consultant to the Chesterman committee, he surveyed the Commonwealth records, and his report resulted in the formation of a new records management program for Pennsylvania. In his new post Mr. Amelia will work with Roger H. McDonough, director of the State Library, in developing an effective archives and records management program for New Jersey.

NEW MEXICO

The Arrott collection of western Americana has come into the hands of the Rodgers Library of New Mexico Highlands University, Las Vegas, through the generosity of James W. Arrott, a retired rancher and industrialist of Sapello. The collection consists of books, photographs, maps, microfilms, and manuscripts dealing with Southwestern military posts before 1851. William S. Wallace, associate librarian and Archivist of the university, is inventorying the collection and will be its curator.

NEW YORK

Mona Sheppard, formerly of the Records Management Division, National Archives and Records Service, has become vice president of Leahy and Co. For her work as principal adviser to the Hoover Commission's task force on paperwork management she received the Federal Government's highest civilian honor, the distinguished service award.

NORTH CAROLINA

The North Carolina Department of Archives and History has acquired the records of the North Carolina Democratic Executive Committee for 1938-44, when former Gov. R. Gregg Cherry was chairman; and records of the Gaston County American Legion Post. The Department has cooperated with the history department of Meredith College in offering instruction in archival, museum, and publication work to 11 Meredith seniors who are majoring in history.

Librarians of various cultural institutions of the Presbyterian Church in the United States are advocating the setting up of a photographic center at the Historical Foundation, Montreat, "for economical duplication of irreplaceable books and documents." The cost of essential equipment is estimated at $10,000.

NORTH DAKOTA

It is reported that the North Dakota Historical Society may recommend that the State of North Dakota authorize the appointment of a State Archivist.

OHIO

The National Jewish Welfare Board has presented to Jacob R. Marcus, director of the American Jewish Archives, the Frank L. Weil Award for 1955, in recognition of Dr. Marcus' contributions to American Jewish history. Maxwell Whiteman is now his assistant.

George J. Blazier's title has been changed from librarian to librarian and Archivist of Marietta College. A Marietta undertaking is the indexing of 39 volumes of the papers of Martin R. Andrews, Ohio educator, whose public career ran from 1870 to 1910.

The new L. F. Freiburger Library Building at Western Reserve University was opened for use at the beginning of the current semester. The structure will provide space for the university archives.

OKLAHOMA

The Division of Manuscripts at the University of Oklahoma has issued its *Reference Circular No. 1*, "Archival Material for Government Research."

OREGON

Both houses of the Oregon Legislature have taken appropriate action to ensure that the minutes of their respective committees shall be filed with the State Archivist.

PENNSYLVANIA

The secretary of the Pennsylvania Society of the Colonial Dames of America, 1630 Latimer St., Philadelphia, is seeking photostats of letters from, to, or about Hannah Penn, wife of William Penn.

The American Philosophical Society Library *Bulletin*, 1955, contains a 4-page report of the society's Committee on Library and studies by 10 different essayists commemorative of the 250th anniversary of Franklin's birth. Particularly informative is the essay by the society's librarian, William E. Lingelbach, on "Benjamin Franklin's Papers and the American Philosophical Society."

SOUTH CAROLINA

Having acquired from the National Archives in 1954 microfilm copies of the South Carolina Confederate muster rolls and the "Ainsworth list" to Confederate muster rolls, the South Carolina Archives Department will soon issue the initial volume of a roster of South Carolina troops in Confederate service. Individual service records will be summarized in the compilation.

TEXAS

Seymour V. Connor has been appointed curator of the Southwest collection and associate professor of history at Texas Technological College. Virginia H. Taylor has succeeded him as Archivist of the Texas State Library. She is the author of *Spanish Archives of the General Land Office in Texas.*

The January 1956 issue of the *Southwestern Historical Quarterly* contains Dr. Connor's "Preliminary Guide to the Archives of Texas," Mrs. Taylor's "Calendar of the Letters of Antonio Martinez, Last Spanish Governor of Texas, 1817-1822," and Lewis Hanke's "Materials on Texas History in European Archives."

Harriet Smither, Archivist Emeritus of the Texas State Library and an early contributor to this magazine, died last year. An article by her on the State Archives of Texas appeared in our July 1940 issue.

UTAH

The legislature of Utah has provided that the Governor's mansion and grounds at 603 East South Temple St., Salt Lake City, will become available to the Utah Historical Society about February 1, 1957, to house the society's offices and library and the State's archives as well. Heretofore there has been no adequate repository for Utah's official records, though a Division of Archives was set up in the society and an archivist was appointed in 1954.

VERMONT

Hegen Petersen's article "Six Million Cows" in the Winter 1955-56 issue of *Vermont Life* mentions some of the record-keeping aspects of the Ayrshire Breeders' Association at Brandon, and of the Holstein-Friesian Association of America at Brattleboro.

George P. Morrill's article "Lilliputian Business" in the same issue tells about the development at Chester, Vt., of the activities of the Readex Microprint Corp., the firm that is cooperating with the American Antiquarian Society in the microprinting of early American texts.

VIRGINIA

The French Army's chief of engineers, Maj. Gen. Robert Pinson, has sent to the museum of the United States Army Engineer Center several eighteenth century manuscripts, including three maps, pertaining to the siege of Yorktown. Motorists using U. S. Route 1 are invited to visit the museum at Fort Belvoir, a few miles south of Alexandria.

Materials recently received at the manuscripts division of the University of Virginia Library include several thousand transcripts and other items relating to Thomas Jefferson, principally from the estate of the late Marie Goebel Kimball; about 200 pieces of the correspondence, 1882-1911, of John H. Ingram, a Richmond judge; a scrapbook, 1884-1912, of Samuel Jackson Liggan, a Lynchburg parson; a letterbook, 1892-93, and scrapbooks, 1904-11, of James Murray Mason, a West Virginia politician; and small segments of the correspondence of officials or benefactors of the university during this century.

WASHINGTON

The State Archives by a law of 1955 has been transferred from the Department of Public Institutions to the newly created Department of General Administration. Robert C. Nesbit is the State Archivist.

John Franklin Jameson

By WALDO GIFFORD LELAND[1]

Director Emeritus
American Council of Learned Societies

WE HAVE met this afternoon to recognize in tangible form the leadership of John Franklin Jameson in bringing about the creation of the National Archives establishment and the construction of this impressive building. The token of this recognition is in the form of a bronze plaque which describes Jameson in simple terms as "author, editor, teacher." It is appropriate that this brief address should recall these essential phases of his life and career.

YOUTH AND EDUCATION

He was born in Somerville, Massachusetts, on the edge of Boston, in September 1859. His father, John Jameson, was then, and for most of his son's boyhood, a successful and respected schoolmaster. His immigrant ancestor, Thomas Jameson, of Scottish origins, came to New England from Coleraine, on the north Irish coast, in the middle of the seventeenth century. His mother, Mariette Thompson, traced her maternal line through generations of Woburn, Massachusetts, families to Capt. Edward Johnson, author of *The Wonder Working Providence of Sion's Saviour in New England.* From both paternal and maternal lines young Frank, for that was the name by which he was known, derived an absorbing interest in history and the precious endowment of an extraordinary memory, an orderly mind, and unusual powers of application. He also had a keen sense of literary form, an ability to express his thoughts in clear and attractive prose, and often in verse, and an impeccable orthography. As a diarist he kept journals of a voyage to the Barbadoes in sailing vessels at the age of 7; of a summer vacation off the Maine coast when he was 13; of his first job, in a Woburn store, at 15; and a very detailed diary for the years 1878-1890.

He prepared for Harvard at the Roxbury Latin School, where masters W. C. Collar and M. G. Daniell saw to it that he had a solid and enduring foundation in the classics, and where he also distinguished himself in mathematics. He was admitted to Harvard in June 1874 before he was 15, but spent a year between school and college. For the first part of this year he was with an aunt in Stockbridge, Massachusetts, who had married a physician, for whom he worked in the garden, drove the horse, and did odd chores. The second part of the year he spent in Woburn with his grandfather Thompson and had a job as errand boy, cleaner, and man of all work in a small store at $3.00 per week. In such spare time as he had between errands, cleaning, and "tending" the counter he reviewed his Latin and Greek, following a self-imposed plan, and read Thackeray, Scott, Bulwer-Lytton, and Hawthorne. He also wound the clocks of the Orthodox and Unitarian churches, played the flute, for which he made special arrangements of music, and worked out the genealogies of two maternal lines, conducting necessary research in the cemeteries and the town records as well as in published sources.

---

[1] This paper was read at the National Archives on December 28, 1955, on the occasion of the presentation by the American Historical Association to the National Archives of a bronze plaque of Dr. Jameson, which had been commissioned for his former friends and colleagues.

Just when he was making final arrangements to enter Harvard his father, no longer a schoolmaster but a lawyer, decided to remove the family to Amherst; and Frank, "much against my will," as he confided to his diary, gave up Harvard for Amherst College. Here he joined Psi Upsilon, won many prizes, took all the advanced mathematics offered by Professor Elihu Root, gave special attention to history and the classics, and studied modern languages, especially German, in which he became exceedingly proficient. He graduated first in his class in 1879 and, as valedictorian at commencement, delivered an oration on "Bhudda."

Unable to raise funds for the study of history in Germany, where he thought he would like to spend from 3 to 5 years, he taught classics and history in the Worcester, Massachusetts, High School for a year, and then, in 1880, at the suggestion of Herbert B. Adams, entered the recently founded Johns Hopkins University as a candidate for the degree of Ph.D. This degree, which he received in 1882, was the first doctorate in history conferred by the university.

He remained at Johns Hopkins until 1888, serving as assistant and associate, teaching, lecturing, and writing. He had already decided to devote himself to American history which, until he had gone to Johns Hopkins, had not greatly interested him; but he retained an impressive knowledge of classical and European history and saw American history in its world setting.

It was during the Hopkins years that Jameson became acquainted with the records and historical collections of the Government in Washington and acquired that concern for their preservation and use in research that underlay his campaign for the National Archives.

TEACHER

Although Jameson's career as a teacher at the college level began during the Johns Hopkins years, it came into flower at Brown University, where he was professor of history and head of the department from 1888 to 1901.

At once he organized a "Seminary," on the Hopkins model, for graduate students, which had a small but enthusiastic attendance. Several of his students achieved distinction — for example, Mary E. Wooley, later president of Mount Holyoke; Harold D. Hazeltine, who became Downing professor of the History of the Laws of England, in Cambridge University; and Edmund C. Burnett, whose massive collection of *Letters of Members of the Continental Congress* is a monument of American historical editing. Jameson's undergraduate courses were reputed to be exceedingly difficult, and he rather discouraged their election except by students of known ability and determination. One such was Carl Russell Fish, whose brilliant career at Wisconsin was prematurely cut short. Another student, a noted athlete, refused to be discouraged — and became an object of Jameson's pride and affection. This student was Charles McCarthy, originator of legislative reference service and author of *The Wisconsin Idea.*

Jameson's lectures and class discussions were inspiring and his generalizations and obiter dicta were memorable. His kindliness and warmth of heart, as well as his humor, were a surprise to undergraduates who had judged him by the habitual sternness of his expression. He was not a "popular" professor, but no professor at Brown in the nineties was more respected and admired, and those who really knew him held "Jamie" in warm affection.

At the University of Chicago his tenure of 4 years, 1901-5, was too brief for the formation of a "school," but his graduate students appreciated his great learning, marveled at his memory and accuracy, found inspiration in his guidance, and were devoted to him for life.

On the occasion of his fiftieth birthday in September 1909, he received a letter signed by 75 of his former students expressing their appreciation and gratitude. They also joined to present him with a fine hall clock of beautiful design. In his reply he said, "You have increased the happiness with which I always think of the best of those whom I have taught, and have made my whole life seem to me better worth while." Of the clock he said "[It is] so handsome . . . that I ought to have the hall re-papered and get a new suit of clothes."

EDITOR

Little Frank Jameson started upon a career as editor at the age of 10, when he issued *Jameson's New Monthly Magazine* (Vol. 1, No. 1), printed in pencil and containing historical articles and domestic and foreign news. A year later he brought out *The Puzzler*, devoted to anagrams, double acrostics, enigmas, rebuses, and riddles. Jameson's first vacation from Johns Hopkins was devoted to editing the *Records of the Town of Amherst, 1735-1788*, which were printed by the local newspaper, *The Amherst Record*, 1883-84. He edited numerous documents for the *Annual Reports* of the American Historical Association, the most considerable collection being the *Correspondence of John C. Calhoun* in some 1,200 pages. He was also general editor of *Original Narratives of Early American History*, sponsored but not published by the American Historical Association.

But his greatest task was the editing of the *American Historical Review* from its foundation in 1895 to 1901 and again from 1905 to 1928, and it was in the distinguished performance of this labor that his reputation as one of the greatest of learned editors was achieved. I recall that in Paris, in 1909, Gabriel Monod, editor of the *Révue Historique*, said to me that he considered the *American Historical Review* the best of all historical journals. Jameson possessed extraordinary gifts as an editor — an exact and comprehensive memory, instinctive attention to details, even the most minute, and the ability to work rapidly and surely. He made the *Review* representative of the best American scholarship, catholic in content, critical in its appraisals, constructive in suggestions, interesting and dependable as a medium of professional news.

AUTHOR

As an author Jameson's output was remarkable for diversity and volume and was notable for its uniformly high literary quality. A complete bibliography of his writings, as well as the publication in collected form of the most representative and significant of them, are desiderata of high priority in the field of American historiography. It would be most appropriate to accomplish these tasks in observance of his centenary in 1959, only 4 years hence.

Of Jameson's ability to produce a magnum opus there can be no question. During his Hopkins days he planned such a work and confided his hopes to his diary. The work was to be a "Constitutional and Political History of the States of the Union," and he went so far as to publish *An Introduction to the Study of the Constitutional and Political History of the States.*[2]

His monograph, *William Usselinx, Founder of the Dutch and Swedish West India Companies,*[3] written during the Hopkins period, is a model of research and critical appraisal of the sources, mostly in Dutch or Swedish, which languages Jameson learned to read fluently. The purpose of this work was to bring out the importance of the commercial organizations in the home countries which were behind the more spectacular operations of discovery, exploration, and colonization.

In his years at Brown, Jameson published his *History of Historical Writing in America* (Houghton Mifflin, 1896) and wrote the lectures which were later published under the title *The American Revolution Considered as a Social Movement* (Princeton University Press, 1926), a small book and perhaps the best known of his works.

But most of his writings were in the smaller forms — articles, addresses, lectures. Many of these were written for a purpose, as evidenced by their titles — for example: "The Expenditures of Foreign Governments in Behalf of History," "Gaps in the Published Records of United States History," "The Functions of State and Local Historical Societies With Respect to Research and Publications," and "The American Acta Sanctorum," a plea for the study of American church and religious history.[4] One of the finest of his articles is an address before the trustees of the Carnegie Institution of Washington in 1912 on "The Future Uses of History" — an eloquent and moving statement of the value of historical research for the making of wise decisions in the conduct of human affairs.[5]

Jameson was one of the most prolific of letter writers, especially during his years in Washington, from 1905, when he was engaged in setting on foot useful enterprises of historical exploration, research, and publication. It is most fortunate that — thanks to the devoted labors of two who are no longer with us, Leo F. Stock and Elizabeth Donnan, and also to those of John Riggs, who has completed their task — there will shortly be published by the American Philosophical Society a collection of some 500 of Jameson's letters carefully selected and abundantly edited.[6] These will constitute a truly monumental contribution to the history of American historical studies.

---

[2] Johns Hopkins University *Studies in History and Political Science,* 4th series, vol. 5, 1886.

[3] New York and London, 1887; also in American Historical Association, *Papers,* vol. 2, no. 3, p. 149-382 (1887).

[4] American Historical Association, *Annual Report,* 1891, p. 31-61; *American Historical Review,* 11:817-831 (July 1906); American Historical Association, *Annual Report,* 1898, p. 51-59; *American Historical Review,* 13:286-302 (Jan. 1908).

[5] *History Teachers Magazine,* Feb. 1913.

Campaigner for the Archives

And now we come to the concluding part of this address, that which bears most closely upon the purpose of this gathering — Jameson's campaign for the National Archives.

When in 1905 Jameson came from Chicago to Washington, where he was to spend the remainder of his life, it was to carry out, as director of the Department of Historical Research in the Carnegie Institution of Washington, a broad and far sighted program[7] which he himself had drawn up 3 years earlier, and on which a substantial beginning had been made by Andrew C. McLaughlin, who for 2 years had served as organizing director of the department. Underlying the program was a fixed determination to do everything possible to assure the preservation, organization, effective administration, and use of the records of the Federal Government.

The story of the campaign which Jameson directed for more than a quarter of a century has been well told by Fred Shelley in his article "The Interest of J. Franklin Jameson in the National Archives," which deserves to be read by all who have any interest in American history.[8]

I shall not attempt to retell that story on this occasion, but I will try to review what I believe to have been the chief factors in the success of Jameson's leadership.

He sought and received the support of many influential groups, such as the national associations of scholars; the regional, State, and local historical societies, and the patriotic and veterans' organizations.

He inspired editorial comment in newspapers and special articles in periodicals and thus helped to inform and interest public opinion.

---

[6] *An Historian's World; Selections From the Correspondence of John Franklin Jameson* (Philadelphia, 1956); reviewed elsewhere in this issue.

[7] Carnegie Institution of Washington, *Yearbook*, No. 1.

[8] *American Archivist*, 12:99-130 (April 1949).

He sought the support of officers of the Government, including successive Presidents of the United States, and assured a favorable attitude on the part of the executive branch.

He repeatedly met with key members of both Houses of Congress (none of whom were hostile but few of whom saw any personal advantage in espousing a cause which, though worthy of support, had slight vote appeal), and he laid before them realistic, factual, and persuasive statements. Thus he found influential champions on Capitol Hill.

But a chief factor in Jameson's success was his own personal character, his total absence of self-seeking, his reputation and prestige as a scholar, and his patient and tactful persistence.

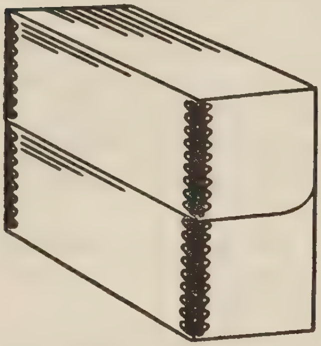
And so it came to pass that he lived to see the realization of his long effort: the creation of the National Archives establishment on the basis of legislation which he himself had drafted, the erection of this building, the appointment of a scholar of great proven ability to be the first Archivist of the United States, and the organization of a professional staff of high competence and purpose.

The last paragraph of Mr. Shelley's article is so apposite to this occasion — indeed so prophetic of it that I quote from it in concluding this address:

> Curiously enough, when inscriptions and subjects for paintings [for the National Archives Building] were being selected . . . no consideration seems to have been given to the men who interested themselves . . . in the preservation of American archives . [These] . . . had no chance against military and political figures. . . . But one day, perhaps, this imbalance can be righted. Possibly there may be a time when a token of our indebtedness to earlier persons interested in archives will be found in the building at Seventh and Pennsylvania. If that time ever comes, the largest token must be for the person to whom, more than to any other single individual, we are indebted for the perseverance, patience, and persistence which got us the beginning from which has been developed the National Archives — J. Franklin Jameson.

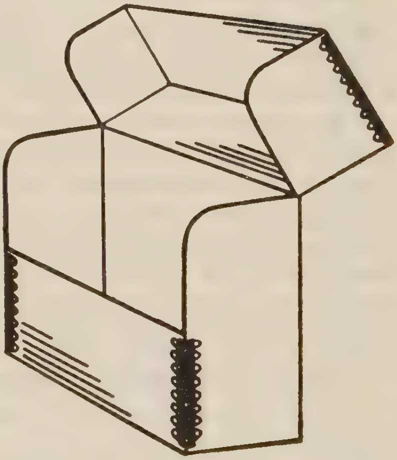
Happily that time is now here.

FIBREDEX



Better containers for
Display, Handling and
Storage of Library Materials

Unique Metal Edge Construction Strongest by any test.
Super Fibre Board Toughness and Durability unequalled.
No Paste or Glue to Attract Vermin



Document Case
Used extensively by the National Archives, the Library of Congress, State Archives, and Historical Societies.

ONE PIECE CONSTRUCTION HINGED LID, REINFORCED BOTTOM, SUPER FIBRE, DARK BLUE AND LIGHT GRAY.

Write for free circular illustrating other Fibredex cases

THE HOLLINGER CORP.
3834 S. Four Mile Run Drive
ARLINGTON, VIRGINIA

The Archives of the French Foreign Ministry: Opportunities for Research in American History

By ABRAHAM P. NASATIR[1]

San Diego State College
San Diego, California

THE French have long regarded their Foreign Office Archives as the "brightest jewel" among their archival depositories.[2] Controlled by the Commission des Archives Diplomatiques since 1880, the Foreign Office Archives contain, as the commission said in its first report, the "papers of a Ministry where *par excellence* history is made." In this very large but simply organized depository materials for the study of American history abound. They are scattered through the tremendous mass of documents that cover every phase of French foreign relations from about 1500 to the present.[3]

The Foreign Office Archives, which is in the Quai d'Orsay, may be entered through the main public gate or from an entrance on the rue de L'Université. The archives are housed in a large L-shaped building which was damaged by fire and shell in 1944.[4] Because of the physical damage to the building, access to the records by students was seriously hampered for a few years. Then one could apply for and consult some volumes only through a cumbersome, slow process by which employees took the desired volumes to the Bibliothèque Nationale for research use. By November 1950, however, the records were open to general use in their new quarters. Searchers still worked under handicap of noise and dust from power drills, and reconstruction was still far from complete when I finished my work there in 1951. But, on the whole, the physical conditions were very good. There is much more light there than in other Paris archives and libraries, the desks are good, the chairs are comfortable, and the atmosphere is conducive to work.

---

[1] This is a revision of a paper read before the Pacific Coast Branch of the American Historical Association at Stanford University in December 1951. A brief summary of the author's work as a Fulbright Fellow in France and a short list of microfilms he deposited in the Library of Congress and the Bancroft Library of the University of California are part of the report of the Committee on Documentary Reproduction published in the Association's *Annual Report* for 1951, vol. 1, pp. 47-49.

[2] Carl L. Lokke, "The French Foreign Office Records Under the Third Republic," in *American Archivist*, 5:73 (Apr. 1942).

[3] Waldo G. Leland, John J. Meng, and Abel Doysié, eds., *Guide to Materials for American History in the Libraries and Archives of Paris*. (Carnegie Institution of Washington, Washington, D. C., 1943), p. iv.

[4] Foreign Office documents lost or damaged in consequence of the war are described and plans for obtaining copies of them through microfilming other copies in the files of French embassies and consulates abroad are outlined by M. Outrey in an article published in *Cahiers d'histoire de la guerre* for October 1949. The article was reprinted for the Foreign Office in 1950 as *Note sur les pertes subies du fait de la guerre par les archives du Ministère des Affaires Étrangères et sur les mesures qui ont été prises en vue de la reconstitution des documents détruits*. In general, the documents lost or damaged belonged to the period of the 1930's.

The Commission des Archives Diplomatiques has been the instrument for drawing up policy for the use of the archives. It has quite naturally set up rules admitting only qualified persons. Foreigners must ask for permission to use the archives through their embassies, and their research projects are carefully scrutinized. More than half of the searchers are foreigners, and some of this writer's French friends say that it is easier for a foreigner than for a Frenchman to get access to the archives.

The regulations for research are not numerous. The searcher must ask 24 hours in advance for the volumes he wants to consult. The old limit of 5 volumes a day seems not to be in effect now. For each volume requested the searcher must fill out a slip consisting of 3 parts. One part is left in the stacks when the volume is taken; the second is kept and recorded by the archivist in the search room; and the third is held as identification by the reader.

In general, there are no restrictions on the use of documents dating prior to Sept. 14, 1791, but notes from or copies of documents after that year are subject to review by the archival authorities. This rule is not strictly enforced, however. It is true that in 1930-31, this writer's notes were reviewed and a small deletion was recommended, but none of his notes were reviewed in 1950-51. To prevent the use of records for polemical purposes or against the interests of France, the commission has required that all research must be purely personal and done in person. In 1932 it decreed against the reproduction by microfilm of documents dated after 1830, and it is still opposed to mass microfilming.[5]

When the writer worked in the Foreign Office Archives in 1930-31, the records were divided into three principal groups: *Corre-*

---

[5] The success of the author in obtaining permission to microfilm large quantities of archival materials indicates, of course, the extent to which this policy may be disregarded when research projects of wide significance are involved.

spondance politique, Correspondance politique des consuls, and *Mémoires et documents*. A fourth group, *Correspondance commerciale*, has since been established. These groups are subdivided into *fonds* "identified by the names of the States or areas to which the constituent documents refer. The *fonds* are grouped in alphabetical order, the individual documents within each being arranged chronologically and for the most part bound in consecutively numbered volumes." [6] The process of binding has by no means been completed, however, and some doubt has been expressed as to the possibility of binding all papers and documents.[7]

Division I is the *Correspondance politique*. This group contains the

> correspondence of the diplomatic agents abroad with the ministry in France and the correspondence of the ministry with foreign agents accredited to France. It includes all types of documents: drafts and originals of instructions to and reports from French representatives, as well as drafts of communications to the representatives of other States and originals of the letters of these representatives to the French ministry. In this series are also numerous enclosures that accompanied the principal documents.[8]

In a number of instances enclosures have been taken out and filed elsewhere.

The commission has published summary inventories (*inventaires sommaires*) covering a part of the *Correspondance politique*. The original plan was to publish summary inventories alphabetically by nation, but it became necessary to suspend publication before the volume describing the *Correspondance politique, États Unis*, could be issued.[9] As an aid to students, however, the commission issued in 1936 an *État numérique des fonds de la correspondance politique de l'origine à 1871*. Divided into 3 parts — political correspondence to 1848, political correspondence to 1871, and political correspondence of consuls, 1830-71 — it simply lists the volumes of correspondence by country, giving the volume numbers and date span for each and the names of the principal diplomatic or consular representatives of France. It was compiled for public use chiefly because by decree of March 24, 1927, access to the archives was permitted to records dated May 10, 1871, whereas previously February 1848 had been the cut-off date.

---

[6] Leland, *Guide*, p. iv.

[7] For a statement on the commission's policy with respect to binding and the numbering and stamping of pages and folios, see Lokke, "French Foreign Office Records," in *American Archivist*, 5:74 (Jan. 1942).

[8] Leland, *Guide*, p. v.

[9] Drastic cuts in personnel and funds, particularly since the war years, have seriously interfered with the commission's original plans and policies. Leland states that the volume for the United States has long been in proof and can be consulted at the Archives.

The *État numérique* lists 103 volumes for the United States to the year 1848, and 45 volumes for the period 1848-71. The Leland *Guide* has carefully analyzed the contents of each volume of correspondence through volume 121 (April 1859). Items relating to California and the West through 1857 are described in the writer's *French Activities in California; an Archival Calendar-Guide*, published at the Stanford University Press in 1945.

As Leland points out, "it is important to note that supplementary to this large group of papers is a significant collection known as *Correspondance politique, Supplément*," arranged in the same manner as the principal series. In general the supplements, which are found for many but by no means all countries, contain materials which are properly a part of the *Correspondance politique* but which came to the Foreign Office Archives after the papers with which they belong chronologically had been collected and bound into volumes. They include papers given or sold to the government by families of deceased diplomatic agents, documents purchased on the open market, old files transferred from French embassies and legations, and, frequently, duplicate copies of important papers.[10]

The *États Unis Supplément* is divided into two series. The volumes in each are easily distinguished, although they could be regarded as a continuous series if one desired to do so. The first, which consists of 11 volumes covering the period 1777-1835, contains a variety of materials, including some consular despatches to the Ministry of Marine and the Foreign Office dealing with commerce, Louisiana and Florida, and the retrocession of Louisiana. It also includes correspondence of the Ministry of Marine with Vergennes and with French agents in the United States. The second, which contains 27 volumes ranging in date from 1778 to 1832, includes materials relating to military operations during the Revolutionary War and correspondence between the French Legation and French and American officers; papers on exchange of prisoners, finances, liquidation of the French debt, and Swan and Schweizer; *mémoires* on English colonies, data on the organization of the United States, and records on Santo Domingo, the Canadian and Louisiana missions of Mézière, and the cession of Louisiana; and correspondence of the Ministry of Marine and the French Legation with American colonial authorities. These volumes are analyzed in the Leland *Guide*.

---

[10] Leland, *Guide*, p. v.

The political correspondence for Mexico, of which there are open to the public 69 volumes dating from 1811 to 1867, is also important for students of American history. Leland describes only the first 35 volumes (through 1847). The writer's *French Activities* covers volumes through 1857, and the Leland *Guide* analyzes 9 related volumes of political correspondence for Texas.

Division 2 is the very large body of *Mémoires et documents*. As described by Leland, it "contains a wide variety of memorials and accompanying papers prepared by or submitted to the ministry and referring directly or indirectly to the foreign relations of the state."[11] They are arranged in the same manner as the *Correspondance politique*, with one exception: there is a very large series of volumes found under the designation *France*, which does not appear in the latter. The *Mémoires et documents* is always "held open" and may be added to. It includes some documents without specific dates, which supplement the *Correspondence politique* but which could not logically be incorporated there. The documents are of varying importance. Two series deal with the Americas. The first, series *Amérique* (about 48 volumes) relates to colonial rivalries, independence movements, and the like in both Americas between 1592 and 1847. The second series, *États Unis*, dates from 1767 to 1840 and consists of 22 volumes. In this series are many important *mémoires* of Collot, Guillemin, Crèvecour, and others. Volumes in *Mémoires et documents* are analyzed in the Leland *Guide*.

Division 3 is *Correspondance politique des consuls*. It includes reports from and instructions to French consular officers throughout the world and contains a large amount of material originally enclosed with such documents.

By article 29 of the Treaty of Amity and Commerce, signed in 1778, the United States and France agreed to accredit consuls, vice consuls, and agents in their respective ports. A consular convention was signed in 1788 and ratified in 1790. Conrad Alexandre Gérard, the first French consular agent to the United States, arrived in July 1778 and later became the first French minister and consul general from France.

Consular correspondence relating to the United States for the period 1778-91 is on deposit in the Archives Nationales, but authorization to examine it must be obtained from the Ministry of Foreign Affairs.[12]

---

[11] Leland, *Guide*, p. v.

[12] The *Bureau des Consulats* was transferred from the Ministry of Marine to the

From 1793 to 1825 the Foreign Office did not separate commercial from political dispatches. In 1825 the office was reorganized and it was decided to separate the materials in two series, political and commercial. At first the consular correspondence was filed with records of the diplomatic post to which the consulate belonged, actually mixed in with the general correspondence or classified in volumes *intercalaires.* After 1830, however, the consular correspondence formed a distinct series, arranged by post and thereunder chronologically. The series of consular political correspondence relating to the United States, 1837-70, is in 38 volumes. For Mexico there are 5 volumes for the period 1858-67. It is believed that this series has never been used by American students. The writer, however, has made an analysis of each of the 38 United States volumes and has calendared every document relating to California.[13] These last have been microfilmed and are available in the Bancroft Library of the University of California.

It is not possible to list here the many important topics covered by the consular political correspondence. A few can be indicated, however: the Dillon affair in San Francisco, the Black Warrior affair in Cuba, the negotiation of a new consular convention with France, filibustering activities in Lower California, and the French attitude and policy during the Maximilian episode in Mexico.

The last group, *Correspondance commerciale des consuls*, is probably the greatest single unexploited body of documents in the archives of the Foreign Office. The correspondence, 1778-91, now in the Archives Nationales, belongs to this series and is analyzed in part in the Leland *Guide.* Correspondence dating from 1792, however, has been returned by the Archives Nationales to the Foreign Office and has been rearranged since Leland's *Guide* was prepared.

Ministry of Foreign Affairs by decree of February 14 (15), 1793. The papers were divided; those of the Marine were transferred to the Archives Nationales in 1898; the others were transferred to the Foreign Office. The former now constitutes series Affaires Étrangères B7 in the Archives Nationales.

In 1931 and 1933 the Ministry of Foreign Affairs transferred to the Archives Nationales consular correspondence before February 14, 1793. These papers constitute series Affaires Étrangères B1 in the Archives Nationales. Those relating to America have been microfilmed for the Library of Congress.

In 1929 the Ministry of Foreign Affairs transmitted to the Archives Nationales a collection of *registres* and cartons numbered 1 to 470 (485) called Ancienne séries commerciale et consulaire. This is now Affaires Étrangères: Sous-Série B3 in the Archives Nationales. Although ranging in dates from the 17th to the 19th centuries the principal documentation relates to the period 1750-1850. Of chief interest for American history are cartons 439 to 458. Cartons 439-449, 451, and 457 are on microfilm in the Library of Congress. This is a complete file of consular correspondence relating to the United States before 1792.

[13] The author is currently engaged in preparing this calendar for publication.

In general, the commercial correspondence consists of the regular consular reports drawn up for transmittal to the Foreign Office. For example, here are the annual and other reports on commerce and navigation, business, mining, education, religion, and population. Consul Moérenhout, for example, for many years drew up annual reports on California. Often the records furnish a convenient summary of State and local publications; sometimes these are accompanied by original American newspaper accounts. More important for California history are the documents showing the progress of the American Civil War and the French activities during the war years, the military intelligence and other secret and nonsecret reports, and the papers reporting on persons and developments affecting French interests. Many enclosures were taken out and sent to interested ministries. The writer has found some in the Archives Nationales among the papers of the Ministry of Commerce.

There is no published guide to these records. There is, however, a typewritten list of them in the Foreign Office. Bound chiefly in 1934-35, the consular correspondence is now open to students. A list of the volumes relating to American history is appended to this article.

There are other series in the Foreign Office, however, that contain material for American history. These may be described briefly as follows:

Reclamations: Consists of cases relating to French claims and *actes officiales et renseignements.* There are 19 volumes for the United States dating between 1794 and 1839, arranged according to cases and claims.

Affaires diverses: Consists of miscellaneous materials for the nineteenth century. While the writer has not personally seen these materials, he has been told that they are of minor importance although they relate to all countries from about 1815 to 1895. They are arranged according to country. Omissions from regular series are indicated in the proper places, referring students to these more specialized and less accessible series.

Affaires contentieux: Consists of materials relating to trials, particularly in the field of private international law. Although the writer has not seen this series, he understands that it contains very few documents dated before 1900. There is reason to believe that the papers are not bound and that they were in part destroyed by fire during the German occupation.

Personnel dossiers: Kept unbound and in alphabetical order by name of official, these dossiers constitute the service record of the officials in the French foreign service. Sometimes letters missing from other series are to be found here. For example, the only numbered letter missing from the consular correspondence of Consul Guys is to be found in his personnel dossier. Obviously the dossiers are a splendid source of biographical materials on French agents abroad — their personalities, quarrels, and private opinions on various matters. The writer has made many notes from and handwritten copies of some letters in this important series. Many letters marked *Chancellerie,* found in the dossiers, relate to consular accounts, which normally are to be found in another consular series marked *Compatabilité.*

Compatabilité: Consists of budgetary and fiscal records of the ministry. Special series also have been established for *Protocol, Circulars*, and *Finances du Ministère.*

These, then, constitute the principal groups in the archives of the French Foreign Ministry containing materials relating to American history. It is true, of course, that several studies on a limited number of topics have been published which are based in part on these archives or transcripts from them now on file in the Library of Congress. There have been, too, a few projects which resulted in the publication of selected Foreign Ministry documents or collections of papers, chiefly dealing with the American Revolution. But innumerable opportunities for research in these archives are still open to American historians.

List of Volumes of *Correspondance Commerciale des Consuls* Relating to American History

This list was compiled from typed and other lists in the reading room of the Foreign Office Archives in Paris. All the volumes listed are in the Foreign Office Archives unless otherwise noted. The key to the symbols used follows:

A. N.	In the Archives Nationales
Leland	Described in the Leland *Guide* (see footnote 3)
Nasatir	Calendared in Abraham P. Nasatir, *French Activities in California: an Archival Calendar-Guide* (Stanford University Press, 1945)

Alexandria, Va.
  1 vol. 1796-97 [Leland]

Austin
  1 vol. 1838-46

Baltimore
  Vol. 1 1781-1817 [Leland]
  2 1818-24
  3 1825-55
  4 1856-59
  5 1860-70

Birmingham
  Vol. 1 1861-63
  2 1864-66
  3 1867-72

Boston
  Vols. 1 and 2 1779-92 [A. N. B^1 209-210; Leland]
  Vol. 3 1793-95 [Leland]
  4 1796-1824 [Leland]
  5 1825-50

Boston (cont.)
Vol. 6 1851-60
7 1861-69
8 1870-77

Charleston
Vol. 1 1784-92 [A. N. B^{1}372; Leland]
2 1793-99 [Leland]
3 1800-1815 [Leland]
4 1816-24
5 1825-39
6 1840-53
7 1854-65
8 1866-70
9 1871-77

Chicago
Vol. 1 1860-77

Galveston
Vol. 1 1847-70

Mobile
1 vol. 1842-48

Monterey (and Los Angeles)
Vol. 1 1842-52 [Nasatir; published in California Historical Society *Quarterly*]
2 July 1852-1863
3 1867-79

Natchez and Newport
1 vol. 1795-1816 [Leland]

New Orleans
Vol. 1 1804-17 [Leland]
2 1817-21
3 1822-25
4 July 1825-1832
5 1833-36
6 1837-Sept. 1838
7 Oct. 1838-1840
8 1841-44
9 1845-47
10 1848-49
11 1850-52
12 1853-55

New Orleans (cont.)
Vol. 13 1856-May 1862
14 June 1862-1864
15 1865-67
16 1868-74
17 1875-77

New York
Vols. 1 and 2 1783-92 [A. N. B^1 909-910 Leland]
Vol. 3 1793-1805 [Leland]
4 1806-17 [Leland]
5 1818-24
6 1825-30
7 1830-33
8 1834-July 1836
9 Aug. 1836-1837
10 1838-39
11 1840-41
12 1842-43
13 1844-46
14 1847-Mar. 1849
15 Apr. 1849-1852
16 1853-Aug. 1855
17 Sept. 1855-Sept. 1857
18 Oct. 1857-Mar. 1859
19 Apr. 1859-1860
20 1861
21 1862-63
22 Jan.-Oct. 1864
23 Nov. 1864-June 1865
24 July 1865-Mar. 1866
25 Apr.-Oct. 1866
26 Nov. 1866-Mar. 1867
27 Apr.-Oct. 1867
28 Nov. 1867-Apr. 1868
29 May-Dec. 1868
30 1869
31 Jan. 1870-Sept. 1871
32 Oct. 1871-1872
33 1873-June 1874
34 July 1874-Aug. 1876
35 Sept. 1876-Mar. 1877
36 Apr.-Dec. 1877

Norfolk
Vol. 1 1783-91 [A. N. B^{1}927]
2 1793-June 1814

Norfolk (cont.)
Vol. 3 July 1814-1824
4 1825-31
Philadelphia
Vols. 1 and 2 1778-92 [A. N. B^1 945-946; Leland]
Vol. 3 1793-Apr. 1796
4 Apr. 1796-Sept. 1798
5 Oct. 1798-1801
6 1802-Sept. 1803
7 Nov. 1803-Dec. 1810
8 Feb. 1811-Dec. 1814
9 1815-16
10 1817-Apr. 1818
11 May 1818-1820
12 1821-Sept. 1824
13 1825-30
14 1831-36
15 1837-Sept. 1838
16 Oct. 1838-1840
17 1841-49
18 1850-62
19 1863-70
Portsmouth
1 vol. 1783-1822
Richmond
Vol. 1 1831-38
2 1839-50
3 1851-57
4 1858-Sept. 1861
5 Nov. 1861-June 1864
6 July 1864-1870
Savannah
Vol. 1 1802-24
2 1825-39
San Francisco
Vol. 1 1849-51
2 1852-53
3 1854-59
4 1860-66
5 1867-71
6 1872-74

Washington
Vol. 1 1805-19
2 1820
3 1821
4 1822
5 1823
6 1824
7 1825-June 1827
8 July 1827-1830
9 1831-42
10 1843-47
11 1847-50
12 1851-52
13 1853-54
14 1855-57
15 1858-63
16 1864-Mar. 1867
17 Apr. 1867-June 1869
18 July 1869-Oct. 1870
19 1871-73
20-1874-77

Williamsburg
1 vol. 1784-87 [A. N. B^{1}1183]

Wilmington
1 vol. 1783-1810

The following records of posts outside the United States contain important materials for United States history:

Guatemala
Vol. 1 1823-43
2 1844-45
3 1846-49
4 1850-57
5 1858-60
6 Apr. 1860-Apr. 1862
7 May 1862-1868
8 1869-74
Honolulu
Vol. 1 1837-52
2 1853-62
3 1858-65
4 1866-70
5 1872-77

Mazatlán
Vol. 1 1841-67

Mexico
Vol. 1 1817-28
2 1829-July 1830
3 Aug. 1830-1831
4 1832-36
5 1832-43
6 1844-50
7 1851-61
8 1862-73

Panama
Vol. 1 1843-51
2 1852-62
3 1863-64

Panama (cont.)
Vol. 4 1866-67
5 1868-74

Tampico
Vol. 1 1832-57
2 1858-Apr. 1865

Tahiti
1 vol. 1836-41

Vera Cruz
Vol. 1 1828-37
2 1838-50
3 1851-July 1863
4 Aug. 1863-1876

REPAIR, PRESERVATION, and PROTECTION OF DOCUMENTS

For the utmost in preservation and protection of valuable books, newspapers, records, and other documents, we suggest that they be laminated with Cellulose Acetate film. This film is transparent, thin, tough, and flexible and will not discolor, crack, or peel with age.

This firm is equipped to process documents by a method similar to that used by the National Archives and the Library of Congress. No adhesives of any kind are used and leaves up to size 20 x 24" can be processed.

A copy of our sample booklet and price schedule will be gladly sent upon request.

THE ARBEE COMPANY
95 Summit Avenue
SUMMIT, NEW JERSEY

Producing

BOOKS : CATALOGUES : PUBLICATIONS

and other types of printing for almost fifty years

Serving some customers for over twenty-five continuous years

THE TORCH PRESS
324 3d St., S.E.
Cedar Rapids, Iowa

The State Archivist and the Researcher

By CHRISTOPHER CRITTENDEN[1]

North Carolina Department of Archives and History

A SESSION like the present one, including as it does two groups whose functions sometimes overlap and dovetail but at other times tend to diverge, can be worthwhile to everyone concerned. In the relationship between archivists and manuscript curators on the one hand and researchers on the other, for the most part there have been cooperation and a realization that both groups are working toward the same general purposes. In some instances, however, there has not always been complete understanding by one group of what the other was trying to do and how it sought to function. Some scholars perhaps have thought that archivists and manuscript curators were not making sufficient efforts to preserve official archives or unofficial manuscripts or that, even when such materials have been physically preserved, they were not in every instance made usable and easily available for research. And on the other hand, some of the people in charge of archives and manuscripts may have felt at times that researchers have not always been reasonable in their requests or even demands.

With a little effort and understanding on both sides and with some discussion from time to time of mutual problems, there ought to be no insuperable barriers between us. We have much in common and can be of material aid to each other.

Other participants in this session will approach the relationship between the historian, the archivist, and the manuscript curator from several different points of view. It is the function of this paper to attempt to present the case of the State archivist, to try to tell briefly how the State archivist is seeking to serve the researcher and how he is attempting to solve some of the problems connected with this function.

---

[1] The writer, Director of the North Carolina Department of Archives and History, read this paper before the Southern Historical Association at Memphis, Tennessee, November 11, 1955. At the session on "The Historian and the Archivist," Mr. Crittenden represented State archivists, Howard H. Peckham represented manuscript curators, and Frontis W. Johnston represented historians. The papers of Mr. Peckham and Mr. Johnston are printed elsewhere in this issue.

First of all, your State archivist seeks to save from destruction and to preserve permanently for research use the official records of the various agencies of his State government (and frequently also of the State institutions and of the units of local government). When historical commissions, departments of archives and history, halls of records, or other similar agencies were established in the various States, the first and crying need was to search out and to save the valuable historical materials. We all have heard stories of how these have been found in different stages of decomposition in closets, basements, attics, and ill-suited warehouses, and even on dump heaps or in garbage cans. Your archivist initially saved from imminent destruction large quantities of such unique materials, many of them the records of top-level boards or officials, records extending back for decades or perhaps centuries.

There followed the next steps for the physical preservation of these materials: cleaning, fumigating, repair (in the early days by silking, often, more recently, by lamination), and preservation in areas where the records would be as nearly protected as possible from fire, moisture, insects, and other enemies. In these latter years, air-conditioning has come to be a boon in the effort to ensure the physical preservation of records.

Thus the archivist first sought to save and preserve the records of undoubted historical significance. In the beginning these were chiefly the older records. Within the recent past there has arisen a new problem — that of dealing with modern records. As we all know, there has occurred during the past few decades a vast increase in the quantity of records created by government agencies at practically all levels. The archivist has been compelled to face this problem. Offices or other areas became filled to overflowing with records and frequently the demand arose for these materials to be moved out — in many cases on short notice. There was an obvious danger that valuable historical materials would be destroyed, and thus many of the State archivists "moved in" for the purpose of preventing such destruction. For a time such action was pretty much hit-or-miss, higgledy-piggledy, but after a while more orderly procedures were developed. Thus today the State archivists have become active in the field of records administration.

In summary, here is the way the procedure works (with of course certain variations from one State to another). Many of the States have enacted legislation prohibiting the destruction of official records without the approval of the State archives department (often with the advice or assistance of a committee or board of one type or another). Under this authorization, when an agency needs to get rid of records that seem to have little or no further value for administrative purposes, the archivist undertakes to determine what is worth preserving and what is not. In most instances there is no difficulty in deciding. On the one hand is the vast quantity of materials (probably some 80 or 90 percent of the over-all total) that appears to have no value whatsoever for research — time sheets, routine correspondence, copies of vouchers of which three or more copies are preserved, and many other series that the archivist calls "housekeeping records." On the other hand there are certain records that undoubtedly ought to be preserved — minutes of boards and commissions, policy-making correspondence of the governors and the heads of various State departments, and other series that throw light on the historical development of the State and its people. Between these two clear-cut areas, however, is a twilight zone where it is not always clear whether records should be preserved or not. What does one do, for example, with the extensive correspondence of a minor official whose duties are of some importance? Are they policy-making records or do they relate mainly only to routine and detail? Here it is that the archivist needs, and frequently requests, outside advice — that of historians, economists, lawyers, and others. Having consulted such experts in different fields, sometimes the archivist is still in doubt. What he probably will do in such a case is to preserve the records for the time being with the idea of reviewing their status again after a period of time.

A great deal more might be said about records administration, but time does not permit. Suffice it to state in the present connection that the archivist is making every effort to preserve those records that appear to have research value.

Having moved the records of permanent value into the archives, the obvious need is to make them available for use. When the archivist first began his work, there was a tendency in many instances to follow library procedures of classification, cataloging, and the like. As time has passed, however, it has come to be realized that the problem of handling archives is different in many ways from that of dealing with books in a library. In fact, some archivists have gone so far as to say that library training is not only of no advantage to the would-be archivist but is an actual handicap — that before working in archives the librarian needs to unlearn so much of what he has already learned that it might have been better not to have had library training in the first place. In the beginning, archivists in various places undertook to catalog bodies of records, but in most instances today the catalog has either been abandoned or at least been de-emphasized.

How does the present-day archivist attempt to make known and available for research the records in his custody? In the first place, he issues printed or processed guides or lists of these materials, and in serial publications he often includes lists of accessions. In most instances it is out of the question for him to give detailed descriptions; rather, he seeks to present an over-all picture of the various bodies and series of records that are available, indicating in each case the inclusive dates, the approximate quantity, and something about the type of information that may be expected to be found in each group.

Next, and of great importance, is the personal interview. When a researcher comes to ascertain what materials are available on his subject, it has been found that there is nothing that quite takes the place of the archivist's sitting down with the researcher and discussing his problem with him. A great deal of time can be saved by finding out what he has already done and what information he particularly lacks. Having done this, the archivist is in a position to suggest that the desired data can probably be obtained from one or more bodies of records. Clearly, in order to perform this function well, the archivist himself needs a background of training and experience in research and must know a great deal about the records in his custody. In many instances the first interview can be only preliminary. Then, after the researcher has gone further into his problem, additional aid can be obtained from the archivist by means of one or more further interviews. Whatever finding aids there may be, whatever else may be done to assist the researcher, nothing can quite take the place of the personal interview.

The type of finding aid most frequently prepared by archivists is the descriptive inventory. Pioneered and most highly developed by the National Archives, this has come to be used by a number of State archivists. The descriptive inventory represents an effort to make information available regarding a particular body of records. It includes an administrative history of the agency that created the records, a descriptive entry for the various series and their subdivisions, and statements regarding the data contained in each series. Obviously such a descriptive inventory may vary considerably in length and detail. Of course a great deal depends upon the quantity of the records inventoried. Also, in this connection the archivist may seek to evaluate the significance and probable frequency of use of the records, especially if they appear to be highly important and likely to be frequently used.

Another type of finding aid that is frequently needed is the index. Over and over the State archivist is asked the question: "You say you have such and such a body of records. Is it indexed?" If the answer is no — and it most often is — then the implication, either spoken or unspoken, is, "Why isn't it?" Clearly it would be of great advantage to the user if all materials in the archives were indexed in detail — by surname of person, by place name, by subject, and perhaps in other ways. Anyone who has ever worked in the field, however, realizes that the preparation of such indexes of large bodies of records is so time consuming that ordinarily it is completely out of the question. When searchers deplore the absence of indexes, we usually reply to the effect that if they will prevail upon the legislature to give us 20 (or 50 or 200) additional employees, we will undertake at least to begin the task. Until and unless we have another depression and another WPA, or unless there is some totally unexpected development, the prospect for indexing vast quantities of records seems very dim indeed.

Now for a few practical, everyday problems. A short time ago the writer asked a group of historians, meeting informally, for their chief unfavorable criticism of archival institutions (and this might also apply to manuscript depositories), and without hesitation they said that the chief inconvenience they had experienced was the shortness of the hours during which archives or manuscript depositories were open to the public. A scholar will have, say, two weeks to spend in a certain city, working in a particular depository, and yet he finds that the search rooms are open only perhaps from 9:00 a.m. to 4:00 p.m., 5 days a week. He would like to work much longer hours but, of course, cannot borrow manuscript materials and is not permitted access to them outside regular hours. What is the solution to this problem? Probably there is no absolute and final answer, but in the writer's own opinion the archivist ought to make the necessary provision. While of course he must be very careful to preserve the records in his custody, he might well permit a certain flexibility in such matters.

That brings us to another question. To what extent should the archivist (and again also the manuscript curator) prescribe rules for the researcher? At a recent session of the Society of American Archivists there was a discussion of this problem, and it was brought out that the Manuscripts Division of the Library of Congress had even gone so far as to station in its search room an armed guard on a raised platform. Various persons told of the rules and regulations that they had put into force. The major premise seemed to be that every researcher is a potential scoundrel and thief, ready at the least opportunity to sneak out manuscripts, to deface them, perhaps even to chew them up and swallow them.

The writer personally cannot subscribe to any such philosophy or procedure. At the North Carolina Department of Archives and History we have no rules to bind and perhaps to hamstring researchers. Of course we have an attendant on duty at all times and very rarely, when it seems that something may be wrong, she proceeds to caution a researcher. But as for such rules as that there can be no use of ink, that typewriters are taboo, that only one item can be used at a time, and the like — we don't have them, and we hope we never will. For 20 years, we have had no known loss of materials by theft and no defacement of any importance.

Certain other matters, for lack of time, I have not gone into, and I shall merely mention two of them here. Your State archivist undertakes to supply photostat, microfilm, or other copies at reasonable cost. When the researcher cannot conveniently visit the archives, the archivist will undertake to perform a reasonable amount of research — though what is reasonable is sometimes admittedly a perplexing question.

Your State archivist, just like everyone else, has to face budgetary problems. If he had unlimited funds, he could render a number of services that he cannot render with a limited appropriation and staff. Within such limitations, he is attempting to conduct a well-balanced program — to expend available funds where they will do the most good. He does not think that he has reached perfection, that he knows all the answers. He is attempting to cultivate a field that is as yet not fully explored or developed. He hopes that, as time passes and as he continues his efforts, he will be able progressively to render broader and improved services to the researcher.

Aiding the Scholar in Using Manuscript Collections

By HOWARD H. PECKHAM [1]

William L. Clements Library

THE topic assigned for discussion at this session implies that all is not satisfactory in the relationship of scholars to curators, or of scholars to manuscripts. Perhaps this is overstating the case. Possibly only questions are implied: Should a scholar be helped in using manuscripts? Does he expect help? How much help and what kind?

Before I offer my views on this topic, I should indicate the ground on which I stand. It is not fair to plunge into particulars without submitting some generalizations about librarianship, research, and scholarship. I am tempted to say first of all that librarianship is not what it used to be, but you might well retort that neither is anything else. What I mean to say is that in recent years the librarian, particularly the public librarian, has developed a new concept of his job and has thereby influenced library users to take a different view of libraries in general.

Time was when the librarian was almost a miser. Exercising a broad knowledge and refined taste, he decided what printed and manuscript matter was worth preserving, he went out and collected it, and he arranged it according to some system, simple or complex. He was a learned man, a guardian of culture, and he wasn't enthusiastic about the "intruders" who kept borrowing *his* books.

Colleges required libraries, of course, but our public libraries grew out of subscription or society libraries and occasional private libraries opened up by philanthropic collectors. Support of public libraries by tax monies was a development of the democratic idea that the state should provide free education for its citizens. Indifference to this idea allowed libraries to remain the poor stepbrother of the school system until within our own memories.

In recent years public librarians have grown more aggressive and more sensitive to public reaction in appealing for funds and have learned to emphasize service as the justification for larger budgets.

---

[1] The author is director of the William L. Clements Library, University of Michigan, at Ann Arbor, Michigan. See footnote, p. 215.

The successful librarian today is usually an extrovert, a business administrator, a salesman of services. He not only wants more people to read more books, but he has sought new means of attracting nonreaders through enlarged reference services, story hours for children, recordings for the blind, musical records, movie films, and art prints. He delivers books on bookmobiles, makes interlibrary loans, and procures microfilm copies. He offers his building for classes, discussion groups, and various kinds of meetings. In demonstrating the many services a library can provide he has convinced the public, including scholars, that he is their servant. They have only to name what they want, and Aladdin will rub his lamp and provide it. This effort to become indispensable in research also has its aspect of conceit and reflected glory, but the library patron is being assured that he can get anything he wants for use in his own home.

This change in emphasis, this growth of service, this dynamic program may be healthy for a public library. I am not prepared to say, and the point is irrelevant. But its effect on scholars and on research librarians, I feel, has not been entirely beneficial. To be candid, I fear that librarians have spoiled scholars by waiting on them too much. Research, and here we are thinking of historical research, is still a painstaking business. It requires both industry and patience. Yet it has been my observation over the past 20 years that the number of zealous young scholars who ask only to be turned loose in a roomful of manuscripts is diminishing as the number increases of these who wish to have laid before them only the documents relevant to their particular topic, and no extraneous matter, please. I should not say that the latter group is making unreasonable demands of the librarian — I am sure many librarians are flattered by such requests — but I question whether such scholars are pursuing research. They are leaning too heavily on another person's judgment. They are not sharpening their own judgment in selecting what is important. They are missing the thrill of discovery. And they are failing to perceive the tangential relations that are often illuminated by a chance remark buried in an inconsequential paper.

I well remember an anecdote by J. G. de Roulhac Hamilton, of the University of North Carolina. He was the kind of scholar who liked to burrow for himself and he had no faith in catalogs, indexes, or calendars. He said he once used a large collection of manuscripts, half of which were carefully indexed. From this half he obtained something like 50 references to Felix Grundy, on whom he was then doing research. Later he was allowed to use the uncataloged half of the collection, and he found there more than 400 relevant references. This discovery prompted him to go back over the first half of the collection piece by piece. The search was rewarding, for he found something like 200 additional references to Grundy. The point of the ancedote was that Dr. Hamilton was disgusted with himself for having accepted the judgment of a librarian who had cataloged a group of manuscripts to bring out what she thought was significant.

I am equally concerned, however, about the effect of the newer attitudes and efforts of librarians on themselves. The old librarian had his faults, but he recognized that he had a duty to his material, a mission: namely, to care for it. Without always realizing it, he was a conservationist. He was preserving the records of our culture, not merely for his generation to consult but for future generations also. This concern may not be important to the public librarian. It doesn't matter if his books wear out from use or are lost. He has two remedies: he can order more copies to begin with or he can reorder. But the head of a research library and particularly the curator of a manuscript collection has no such recourse. His materials are either unique and irreplaceable or are replaceable only at a prohibitive cost after indefinite delay.

Moreover, the fact remains that no librarian has yet won immortality for the services he provided. The librarians who are remembered are those who gave their attention to building up great collections. Those are their monuments. And in the last analysis it is the building up of the great collections that has proved to be the greatest service the librarians could have rendered to scholarship. As Lawrence S. Thompson, director of libraries at the University of Kentucky, said a couple of years ago:

> Future generations will not remember present day librarians for their organizational charts, their surveys, their classification and pay plans, their ingenious fanfold forms — however necessary they may be for day-by-day operations. Scholars of the twenty-first century will measure the accomplishments of the librarian not so much by his techniques in dealing with the twentieth century public but by the collections he built.

Against this background, I think we shall see that a meeting of minds is necessary between scholars and librarians. I would not go so far as to say that readers in a manuscript collection or library of rare books have no rights — only privileges — but I submit that there ought to be a balancing of duties against rights. In other words, if the library owes the scholar certain rights, then the scholar owes the library certain duties. It would perhaps clear the air if we could define these reciprocal obligations. Let me try to be more explicit.

Research libraries must be distinguished from public libraries. They cannot follow the lead of the latter. Research libraries have the following duties, I believe, which in sum define their services. First of all they ought to be imaginative and aggressive in seeking out and acquiring manuscript collections in private hands so as to make them available to scholars. They cannot sit back and wait for such collections to be offered to them without shirking their duty. This search should occupy a good portion of the time of the librarian because it is his chief mission. Once libraries get manuscript collections they ought to put them in some usable arrangement, even if they are unable to proceed at once with cataloging or listing them. Shortages of staff may impose a little delay, but the work should not be neglected year after year. Research libraries should admit without restriction those scholars who identify themselves properly and indicate their competence to use manuscripts. Nothing should be withheld from them except as someone else may be preparing a manuscript for publication. Personally I do not favor holding manuscript collections for use first by local faculty members, but I recognize that university policy in some institutions may dictate such priority. The librarian or curator has further duties to the reader. He should inform him of other relevant collections in his library or elsewhere. He should suggest other types of sources, such as books, maps, newspapers, broadsides, and prints, which may contain relevant data. He should inform the reader of other persons who are working in the same field. And finally he should allow the filming or photostating of material which the reader lacks time to take notes on or which he wishes to study over later or even reproduce.

Now the research library also has certain duties it owes to its collections, and this idea is sometimes difficult to get across. I have mentioned the obligation the library has to put its holdings in usable order. It must also safeguard that material from physical hazards and even human dangers. If it should open its doors to competent scholars, then it should close them to those who are not competent. By that I mean those who have not read the secondary works in their field and consequently are not ready to use sources. In general, a research library is not a place where research is begun, but rather where it is carried on. I think this is obvious, yet every once in a while we encounter a scholar with a curiosity in a field new to him who wants to plunge into primary sources without knowing the *dramatis personae*, the extent of the event, or other general aspects of his subject. We even meet Ph.D. candidates who wish to have a thesis topic suggested and outlined to them. Such applicants ought to be deferred. I would go further and say that the librarian also has the right to exclude those whose researches he believes will be superficial or of no real significance. I am thinking of the newspaper feature writer who is looking for some dramatic or sensational incident that he can embroider into a story for the Sunday newspaper, or the genealogist who wants family data which will be of interest only to her children and a few relatives.

You may object that the librarian has no right to pass judgment on those who wish to use the manuscript collections. You may even object to the concept that the reader must apply for admission. If a library intends to protect its materials, however, somebody has got to exercise that authority. It goes without saying that kleptomaniacs must be excluded, and so must anyone who is careless or destructive in handling manuscripts. I am sure no one can object to the exercise of precautions in this regard. The passing of judgment on the competence of researchers is but a justifiable extension of the librarian's duty to protect and preserve the collections with which he is entrusted.

Now let us turn the coin over and look at the other side. If the librarian's duties are the scholar's rights, then the latter has some duties to perform in return. Obviously he must handle manuscripts carefully and abide by the regulations of the institution in this regard. Even though he disagrees with the precautions and rules of the institution, he ought to respect them. He should ask permission before publishing anything as an illustration and should insert a credit line. He should also ask permission before quoting from manuscripts. When he publishes, he should acknowledge his sources in the preface and the bibliography, and courtesy would suggest that he send the library a copy of his book or article. Further, he should not reproduce films or photostats of manuscripts in one library or deposit such reproductions in another library without first seeking the permission of the institution owning the orginals. There is a sound reason for this.

I have just been speaking about the right of a library to control the use of its manuscript material. It loses that control if photocopies are deposited in another library. One of the important services a library renders to a scholar is to inform him if manuscripts of interest to him are being used by others. Obviously, it can no longer perform this service when another library has photocopies of its material. The whole problem of the distribution of photocopies between libraries is still a thorny one. It is distinct from the question of providing reproductions for a scholar or from acquiring photocopies of a collection in private hands in cases where the owner cannot allow scholars to use the collection in his home but has no objection to the use of copies in a library. I think service is carried to an unfortunate extreme when libraries willingly or in response to a request reproduce a complete collection of manuscripts for deposit in another library. In the first place, I believe that the library that makes such a request exhibits extraordinary gall, and secondly I think the owner institution has every right not to comply with it. A prime example of what I mean occurred a few years ago.

A book dealer turned up an almost complete file of a rare New Orleans newspaper. No library had anything approaching a complete file. The dealer naturally put a high price on the newspaper although not an excessive one in view of its rarity. He offered it to three institutions in succession. Institutions *A* and *B* declined the purchase, but institution *C* put forth some effort and scraped up the money to buy the newspaper. It might even be argued that *C* recognized the value of this source material more clearly than *A* or *B*. As soon as the announcement of *C*'s achievement was made, institutions *A* and *B* wrote and requested a microfilm of the paper. However lofty the motives of *A* and *B*, I do not think their requests were ethical. There is such a thing, it seems to me, as a right of exclusive possession as a reward for diligence, enterprise, imaginaition, and self-sacrifice. The scholar may object to the cost of traveling some distance to consult the newspaper in question when his own library is willing to purchase for him a microfilm copy. But that scholar is overlooking the primary fact that the institution which bought the newspaper performed a signal service to all scholarship by bringing the paper out of private hands and making it available in one place. I do not think the scholar has a right to object because it is not available in five or ten places.

Furthermore, as one who is connected with a publicly supported institution in Michigan, I have noticed that the people of that State are proud of the library I represent not only because it contains certain material that can be found nowhere else but also because it attracts scholars from all over the world. Now this pride of possession may not be the highest public virtue, but neither is it reprehensible. It encourages support of the library and of the university by the people, and frankly that is more important in the long run than any scholar's inconvenience.

I am glad to say that the governing board of my library has taken the stand that it will spend no money on photostats of material in other institutions. It prefers to use its funds to purchase originals. By taking this stand I think it is performing a greater service to scholarship. I recommend the policy to other libraries. There may be good reason for microfilming the contents of the Vatican Library and depositing the films in St. Louis, Missouri. The argument of safety in a world afflicted with war is a powerful one. But the situation is different among libraries within our own country. If safety is sought in microfilm, then the film negatives should be deposited in a remote vault.

But let us return to the original proposition of the library's duty to provide films or photostats upon the request of a scholar. These requests are of two kinds: first, those from the scholar who has worked at the institution and drawn up a list of selected items for copying; and second, those from the scholar who does not visit the institution at all but simply writes a request for copies of all manuscripts relating to his topic. The second scholar is not doing his own research; he is expecting and relying on the librarian to do it for him. Moreover, he is going to miss a number of references because his knowledge of what is relevant to his inquiry is naturally much greater than that of the librarian. Thirdly, he is being satisfied with selected letters and documents whose meaning would be much enhanced if used with the surrounding documentation and with books and maps and other materials relating to the subject. Fourthly, he is losing something else, an intangible something which the collector A. Edward Newton once explained in blunt terms. He said a scholar who is satisfied to use photostats would be satisfied to kiss a pretty girl through a glass window. An English scholar has phrased it more delicately but just as insistently in this remark: "It is admitted that literature and history cannot be adequately studied in modern books alone. Even if modern editions were adequate in the information they furnish — and notoriously they are not — they do not satisfy that Sense of the Past without which the study of literature and history is unimaginative and formal. That the student should have some access to originals is necessary for practical purposes, and necessary for his spiritual health." I will not enlarge on this feeling for originals because either you have it or you haven't, and I do not know how you acquire it.

As for the first type of scholar, who requests microfilms or photostats to supplement or complete the investigation he has been making, his wants should be fulfilled. Therein lies the great convenience and economy of photocopies.

There is one other point that needs to be mentioned. Scholars sometimes object to restrictions that have been laid on the use of certain manuscript collections. Those usually involve gift collections on which donors have imposed some limitations affecting their use or publication. The scholar has a right to object. I should like to say that the librarian usually agrees with him. He does not like a gift with strings on it either. But when he is faced with the alternatives of not getting a valuable collection or accepting it as a gift and under restrictions, I think it is wiser to accept the collection under restrictions, which time usually will remove, than to lose it altogether.

I would not leave you with the impression that there is any basic antagonism between the scholar and the librarian. In the vast majority of instances, probably 95 percent of the time, scholars are grateful to research libraries for the source material they provide, and librarians are happy to accommodate earnest scholars to the point of relaxing their own rules. It is the rare research worker who grows demanding and fault-finding, and I suspect he carries over these traits from other aspects of his personality. I will not deny that there may be a few cantankerous librarians around. The latter need to remember that collecting is only a means to an end. The former should not forget that rare books and manuscripts have not been laboriously and expensively gathered solely for his use. There are rising generations behind him. The records of our heritage deserve the devotion of both custodians and users.

A Historian Looks at Archives and Manuscripts

By FRONTIS W. JOHNSTON[1]

Davidson College

TO SOME observers it may appear ungracious, to say the least, or discourteous, to say more, for one who has been generously and courteously welcomed in every manuscript collection and archival agency he has ever visited now to be cast in the role of critic of these very friends who have in most instances exceeded the bounds of duty and gone the second mile. But in a meeting such as this one's purposes and motives will surely not be misunderstood, nor one's gratitude doubted. While endeavoring to keep my remarks pertinent, I indulge the hope that no one will regard them as impertinent.

It is, of course, a commonplace to remark that historians are increasingly dependent upon the scholarly resources controlled and serviced by the various archival and manuscript agencies which not only characterize our public services but also adorn our academic institutions. In our own generation we have witnessed a marked and welcome increase in both the quantity and quality of such collections, so that serious historical production, except on the most restricted scale, is now virtually impossible without the fruits of long hours spent in research amid the treasures of such establishments. It may be assumed that each of these depositories collects materials for use as well as for preservation, but the welcomed increase of significant historical materials has brought problems as well as advantages. How these numerous documents and manuscripts may best be made available and usable to historical scholars is a problem not always easily answered. The observations made in this paper are based primarily on the writer's experiences in about a dozen manuscript collections and archives in the course of his research on Zebulon B. Vance. His experience is therefore limited and his observations do not pretend to be either inclusive or authoritative.

When a historian enters a library to work with printed or manuscript materials he usually has in mind a fairly definite, limited objective. He wishes to draw from its holdings information about a particular person, subject, or geographical area, or perhaps on a period of history. His success or failure to do this in a reasonable number of days, or perhaps even to do it at all, will depend most of all on what sort of control the library has over its material. Published guides sometimes help him to decide which manuscript collections to visit, but rarely do such guides do more than suggest certain leads from which a beginning, though sometimes a very fruitful beginning, can be made. And published guides will never be a final answer to the historian's needs because they are out of date when they are published.

---

[1] The author is head of the Department of History at Davidson College. See footnote p. 215.

The scholar is therefore vitally concerned with the kinds and degrees of control that have been developed by the servicing personnel within the library concerned. There appear to be at least four types of control of manuscript material practiced by libraries which I have visited. These types I shall attempt to describe and evaluate by illustrations drawn from my experiences with them.

First, there is the library which simply lists its collections in a card catalog and includes on these cards nothing but the name of the collection and a partial list of persons whose correspondence may be found therein. If, for example, there are Vance letters in this library, that fact may be established by searching the cards for each collection separately, but the cards give no indication of how many Vance letters there may be in any particular collection or what their dates are. To the historian looking for Vance letters this type of control means that he must sift each collection in which Vance's name is listed among the correspondents, for what may be a dozen letters or may be only one. Under this control system there is no way of telling, until the last item in a given collection has been checked and inspected, whether or not all pertinent documents have been found. Furthermore, in a card system of this kind there is no indication of the subject matter of the collection or of its quality and value to scholars. These things we must discover for ourselves, and in the hardest possible way. Such a system of control is of very little value to the researcher.

Better is a second type which, in addition to the card system just described, adds written summaries, varying greatly in length and detail, for all collections in the library. Usually such summaries are done chronologically, and this improves the degree of control. These descriptive summaries usually include some list of important subjects upon which information may be found and the important people involved as correspondents. In this type of control a Vance letter would be noted, usually by decade or possibly by year, but rarely by the exact date, and often some mention would be made of the general subject matter of the letter. I well remember one such description which mentioned a Vance letter of 1885 on the subject of the railroads in politics. This sent me to the collection in question for that year, only to discover that there were more than 10,000 items for that year alone — and of course my letter was at the end of the year. So it took me several days to find a letter which could have been noted by its exact date in less than one minute by the person who wrote that description. Still, the hint that sent me searching was there, and that hint is far better than nothing at all.

In still other libraries serious efforts have been made to implement another type of control — a card index of all correspondents, with dates of all letters indexed under the names of the letter writers. In many libraries where this system prevails only a few collections have been so indexed, for admittedly it is a tremendous job. But where such a type of control exists I can quickly locate a Vance letter by the exact date if one exists in any particular collection. But I must look through an index for each collection, for no master index has yet been made, nor does this sort of control give me any aid under topic or subject. This may be a serious lack, for one is ordinarily so pleased to find an index of this sort that only through experience does he realize that it will not do all his searching for him. Interested in Vance as I am, I went to the Library of Congress to see what, among other collections, the Grover Cleveland papers could offer. The Cleveland papers are one of the collections in that vast storehouse of manuscript treasures which have been indexed, and it was therefore easy to determine the extent and even the exact date of all letters between Vance and Cleveland. But the index did not tell me what other letters to Cleveland might discuss Vance or political questions in which Vance — and I — were interested. There was, for example, an important letter to Cleveland from William R. Cox, chairman of the Democratic State Executive Committee in North Carolina, that was filled with discussion of Vance and his attitude toward civil service reform. This letter was more valuable to me than any Vance-written letter I found in the Cleveland papers. An index does not tell me these things, and grateful as we historians are for such controls we realize that we still have to do our own research.

Most satisfactory of all, therefore, is the library that can furnish the nearest approximation to the complete subject-person index for each collection, and add a master index for its resources as a whole. I have found this service attempted in a limited way in some depositories. For example: a local politician in Fayetteville, North Carolina, wrote to President Jefferson Davis a long and illuminating letter on the subject of Vance's attitude and policies toward Davis and the Confederacy. This letter is duly indexed and its subject matter noted on cards filed under Davis, Vance, the writer of the letter, Confederacy Internal Problems, and possibly other subject heads which I did not discover. It is also noted in a master index under all such headings. It is admitted that to make such detailed indexing available for all collections in all depositories would be a tremendous job; that is the reason why historians appreciate it so much when we do find it.

Archival materials certainly offer additional and perhaps more complicated problems. The historian is more likely to have difficulty in working with archives than with manuscripts, because he must contend with the strange complexities of the political mind and administrative practice. A good inventory is the first requirement of effective control; beyond the use of such an aid my experience has suggested nothing so good as interviews with the people who service the materials. The researcher must lean on the learning and professional competence of the experts who serve him in these matters, and happily he has little cause to complain of them. I know of no library where any criticism of the willingness and graciousness of the attendants would be regarded as reasonable. But I have been to places where the attendants know too little history to be of much expert service to all scholars. At the top of the organization there is doubtless a person well qualified in this regard, but he rarely serves the ordinary routine visitor directly. Often a historical scholar needs guidance that he sometimes fails to receive. The top man may be, indeed is likely to be, a good administrator and he may know more history than the researcher, but often he does not know the materials; the attendant knows the materials, but no history, and so neither can give complete service. It is of course true, and especially true in archival agencies where local records are kept, that the staff serves more people who are not historical scholars than it does those who may be so described. It may therefore be more important for the attendant to know details about, say, the marriage bonds of County X, or the genealogy of an obscure family. If he cannot be all things to all men perhaps it is more politic to be all things to some men than some things to all men. But it remains true that a broad knowledge of general history on the part of those who service archival and manuscript materials would often be a boon to the bewildered researcher.

In addition to controls and reference services, there is one other field in which the scholar requires a service from manuscript collections and archival agencies. I refer here to such items as microfilm service, the making of photostats or photoprints, or any such means by which vital documents or other materials may become the possession, in practical ways, of the researcher. Happily these services are now almost universal, and they are very efficient and reasonably cheap. Without them scholarship on the present scale would be almost impossible and certainly very difficult.

Such observations and criticisms as are here stated or implied ought not to be taken to mean that any scholar expects the personnel of any library to do his research for him. I know of no one in the historical guild who does expect that, nor do I know anyone who wishes it. To the uninitiated person — to the one who has never experienced the thrills and joys of working in authentic manuscript materials, to the one who has never made hosts of friends among those who have long since departed this vale of tears — to any of those no mere statement of the pleasures and rewards of such work could possibly give him any adequate respect for it. But every scholar who has wandered through masses of musty manuscripts to glean snatches of the relevant from mountains of the irrelevant admits the long-range value of the journey. Serendipity is a treasured aspect of historical labors, for unfailingly unsuspected nuggets enrich our routine searches. Amid these searches we realize anew what actually we already felt: that, although we may find in your manuscript and archival treasures more facts than we can master and more truth than we can exhaust, there will always be some facts we shall never find, some truths we shall never discover, unless it be in that day when St. Peter's archives are available to us and final truth is known. But until then we are content to use yours.

The Nation's Standard Paper For Permanent Records

BYRON
WESTON CO.
LINEN RECORD

BYRON WESTON CO. LINEN RECORD has been tested and approved by generations of public and business record keepers. Made wholly of new white cotton and linen clippings, it possesses to the highest degree the strength, ruling, writing, handling and erasing qualities essential for enduring satisfaction in bound or loose-leaf records, documents and similar usages. For other records, select the right paper for any purpose from the complete Weston line of rag content ledger, bond and index papers. Write for complete information.

BYRON WESTON COMPANY • DALTON • MASSACHUSETTS

Makers of Papers for Public and Business Records — Since 1863

Film Records Management

By HERMINE M. BAUMHOFER[1]

United States Air Force
Motion Picture Film Depository
Wright-Patterson Air Force Base

FILM records management is still in its infancy. The National Archives years ago established the record character of photographic materials, developed record copy concepts, made valuable studies on the storage and flammability of nitrate film, and explored the field of finding aids. Until recently, however, the influence of the National Archives was not felt to any large degree within those units of Federal or State governments that produce film records. Such units are usually part of technical organizations that are more interested in the current use of records than in their historical evaluation or permanent preservation. But with the recent recognition of the tangible and intangible benefits of records management, archival concepts are being adopted and procedures for the handling of film records are being developed by such organizations as the United States Air Force Motion Picture Film Depository at Wright-Patterson Air Force Base.

As such agencies meet and solve the problems posed by the centralization, evaluation, and handling of film records, data for the guidance of other organizations will become available. Some scattered data on technical problems already can be found in special journals, such as that of the Society of Motion Picture and Television Engineers. Much information is being collected, too, by new groups that serve as focal points for the centralization of knowledge about the scope of pictorial holdings. Among the groups active in this field are the Picture Division of the Special Libraries Association, which publishes *Picturescope*; the Graphic History Society of America, which publishes *Eye to Eye*; the George Eastman House, which publishes *Image*; and the Society of American Archivists Committee on Audio-Visual Records, which was established in 1953. While these organizations have not yet reached the point of recommending what can or should be done to preserve

---

[1] The author is chief of the United States Air Force Motion Picture Film Depository, 1350th Motion Picture Squadron, Wright-Patterson Air Force Base, Dayton, Ohio. Her paper is a revision of a lecture delivered before American University's First Institute on the Preservation and Administration of Archives: Advanced, July 14, 1955.

America's pictorial records, their work in gathering and centralizing knowledge about pictorial holdings is of great value and points to the need for further specialized studies.

Pictorial holdings raise special problems for the archivist because their administration not only requires technical knowledge and special equipment and storage facilities but also involves high overall maintenance costs.

The photographic medium is a delicate thing. We deal with a film — a film of chemicals on a thin base. The chemicals making up both the base and the filmy emulsion are often not very stable and therefore will deteriorate. Aside from this, older still and motion picture film is on a nitrocellulose base, which is inflammable and emits poisonous gases when burning. For these reasons, film records require watchful handling and special storage. Such storage and handling are costly.

Specialized equipment is needed, particularly for the handling of motion pictures — reels, projectors, viewers, scanners, meters, counters, splicers, and the like. The use and maintenance of this equipment require trained technical personnel. This creates problems in personnel management. In organizations where subprofessional and technical people must work with professional archivists, the nonarchivists are likely to become frustrated since they normally have slight chance of being considered for top administrative positions. At the USAF Depository this problem has been met successfully by reserving the storage and preservation functions as an "outlet" for the technical people. Recruitment of technical personnel also is a problem, particularly in communities where motion picture or still picture production is limited. The only solution to this problem seems to be the establishment of a training program for bright young people without photographic experience who, after a period of instruction, can be assigned to specific technical duties in accordance with their special capabilities. Of course such a program is possible only if the organization involved has a nucleus of well-qualified technical supervisors and the archivist-in-charge has sufficient technical knowledge to direct training activities effectively.

The archival management of photographic records presents certain special problems not normally met in paper records management. These include the difficulty in establishing the archival *fonds*, the difficulty of records analysis, the complexity of records descriptions, the lack of established disposal procedures, the scope of and restrictions on service, and the preservation of records on a temporary medium.

The establishment of the archival *fonds* is the first problem encountered. Usually a large Government agency has a central motion picture and still picture production activity. The Signal Corps, for instance, performs all photographic work for the Department of the Army. Therefore, all photographic records of the Army are consolidated and have come to be considered as records of the Signal Corps. But they actually may be records of medical or engineering activities which are in no way related to the basic functions of the Signal Corps. At certain periods, too, the Government has tended to centralize photographic activities. Thus the Farm Security Administration and later the Office of War Information did much of the photographic work of agencies that lacked photographic facilities. The basic pictorial records of the agencies thus served are therefore found with the records of the producing organization. The same situation prevails in the Navy and the Air Force, where centralized film production centers exist.

It is often impossible, therefore, to attribute photographic records to the agency or activity that requested that they be made to document its activities. This is particularly true of older films and photographs because information on their provenance is frequently lacking. It is therefore necessary to designate them as records of the largest *fonds* — for example, such older records in the custody of the USAF Depository are considered simply as records of the Air Force. As more recent film records are accessioned, however, it is possible to determine their origin by referring to the project authorizations. These records show what command requested the making of a motion picture and thus indicate the record group to which it should be assigned.

Accessioning Procedures

The accessioning process for motion picture films is basically identical with that for paper records except that in the case of the former often only one record item, that is, one film subject, constitutes an entire accession. An edited film is usually accompanied by a script, music clearances, and a copy of the production contract. Only caption or photographer's data sheets are received with unedited film. A single subject accession normally includes all film called "preprint" material — the camera original, master prints, duplicate negatives, and the music, narration, and sound effects tracks. All these must be identified and synchronized. If the film is unedited and lacks a title, a tentative one can be assigned by consulting the caption sheets or by scanning the film to determine its subject content. In the case of older film records it is necessary to determine whether they are on nitrate or acetate (safety) base, so that each film will be stored in the proper vault. It is also necessary to determine the condition of older film so that preservation measures may be initiated immediately if required. When the accessioning process has been completed, the film is assigned an identification number (unless received under a specific series number), properly "canned," and assigned a location in the vaults. At the USAF Depository all this information is entered on a control card. Subsequent movement of the film from and to storage as well as the purpose of such movement is noted on the card. Thus any film in custody can be located at any time. Documents received with a film are filed separately under the identification number given to that film and thus are available for later reference.

Film records that are subject to short-term disposal schedules need not be minutely inspected or specially "canned." They should be scanned quickly and checked against the transmittal documents; then the entire accession should be stored in boxes or packages on which the disposal instructions, the authorized date of disposal, and the authority for disposal are clearly indicated.

Accessioning still pictures is simpler. These are usually received in series. Serial numbers assigned to items by the creating activity should be retained. Negatives should be matched with prints received, and where prints are missing they should be reproduced from negatives to complete the print series. When original negatives are lacking, duplicate negatives should be made from existing prints.

Arrangement Principles

The archival arrangement of motion pictures is not always a simple matter, since they are rarely received in complete series and individual subjects come from many sources. Most agencies have certain established series of training, information, or news films to which new items are constantly added. Such items are numbered serially by the creating agency and these numbers must be retained by the archivist. But a large proportion of film records received are unedited materials not created as part of a continuing production program. They are identified by the creating agency only by miscellaneous project numbers, which are neither constant nor uniform. Therefore it is necessary to give each new subject of this kind an archival identification number in a continuing and uniform series during accessioning. At the USAF Depository a USAF number is assigned to each subject, and cross-reference cards are made to the project or can number found on the records as received. Additional cross-reference cards are made to title, alternate title, and photographic activity that produced the film, so that any film can be found quickly, no matter how it is requested.

The physical arrangement of motion pictures in a depository can be identical with the numerical arrangement by identification numbers. Where established series are often broken and a great number of series are stored, however, it is more efficient to adopt an arbitrary system. Because the USAF Depository found that 30 percent of its space was wasted in "honeycomb" storage, it assigned a specific location number to each vault, shelf, and reel space. As each reel of film is accessioned a location number is assigned to it, marked on the film can, and posted on its control card. As a result, a training film can be filed next to a news reel without creating confusion.

The physical arrangement of still pictures usually is not much of a problem, since prints can be filed so that they provide a visual index to the numerically organized negatives to which they relate. It is only where a poor agency filing system was not improved as a collection grew that the archivist has a problem to solve. A print file should never be arranged in the same manner as its negative counterpart; the two should complement each other. Where such an arrangement does not exist, the archivist should retain the negative file in its original order and rearrange the related print file to afford most efficient reference service.

Aerial photographs are basically comparable to still pictures. Prints can be arranged by mission or flight and thereunder in numerical sequence or by geographic coordinates with index maps to the pictures. Aerial negatives are normally in rolls and can be stored in numerical sequence or by any other method that does not duplicate the file arrangement of the prints.

STORAGE CONDITIONS

Normal archival storage conditions with relative humidity (RH) at 50 percent humidity and 70 degrees Fahrenheit are ideal for photographic prints, negatives, and motion picture film — provided that the negatives and film are on safety (acetate) base. The records should be protected from light, particularly prints that will fade and color prints that will lose color definition if exposed. If cut negatives or motion picture film are on nitrate base, the vault temperature must be kept between 40 and 60 degrees Fahrenheit. Humidity higher than 50 percent will accelerate film decomposition and shrinkage. Low humidity will warp film and make it brittle. Temperature variations, particularly in the lower ranges, are not quite so dangerous. In experiments conducted by the USAF Depository to determine the temperature limits for safe storage, films were kept in an outside shed at the University of Alaska for 2 years without ill effects. But film stored in a chamber with high temperature and humidity showed chemical deterioration, much shrinkage, rust on and in the cans, separation of splices and leaders, and fungus infestation after only 3 months.

Particular care must be exercised in the case of nitrate film. It must be stored in small vaults equipped with "blow-out" panels and escape hatches to remove gases, outside ventilation, an alarm system, a sprinkler system, and floor drains to carry off water that may be released by the sprinkler system. When nitrate film is to be taken from storage vaults to warm working areas, it should be brought up to the higher temperature gradually by keeping it briefly in a conditioning room to prevent "sweating."

Motion picture film is stored in cans. Nitrate film is best kept in "breather" cans equipped with lids that permit gas fumes to escape. Safety film can be kept in tight-fitting round or square cans. Those made of aluminum are best for permanent storage, since the less expensive tin cans will rust over the years and release corrosion particles that may injure the film. All new film will shrink some, but well-processed film will shrink only to a fixed percentage and then level off. Experiments conducted by the USAF Depository indicate that initial shrinkage can be retarded by taping the cans shut with masking or aluminum tape. It must be repeated that only safety film can be kept in tightly closed containers; nitrate film must breathe.

Film is usually stored on reels. For permanent storage either stainless steel reels or plastic cores should be used because other types will rust and injure the film. Fire protection specialists usually recommend that film on reels be stored vertically or on edge, so that, in case of fire, water from the sprinkler system will run down the sides of the cans and drain away. But if film is stored long in the vertical position, it will sag and the layers on the under side will adhere to each other. For this reason, film is usually stored flat.

Most organizations that store large bodies of film use open racks, even for nitrate film, rather than expensive individual cabinets. If the film is nitrate, these racks are placed in small vaults so that if a fire occurs it will be confined to a single vault containing a limited amount of material. Some organizations, including the USAF Depository, store negatives, masters, and prints in separate vaults so that the film record will in all likelihood be preserved in some form. Safety film can be stored in large vaults fitted with banks of open racks. As nitrate holdings are converted to acetate base, film storage will become more efficient. Film vaults can then be located close to the use areas and much time will be saved in the transportation and handling of film.

Still picture prints can be stored vertically in file cabinets equipped with compressor devices that prevent sagging. Swing-front type cabinets are especially desirable. Prints can be filed compactly in them because the flexible drawer front makes easy access possible. Very valuable prints, particularly those for which no negatives exist, should be copied before filing. A contact print from this duplicate negative can then serve as a reference print and the valuable original can be stored flat in special equipment. Glass negatives, if very old and heavy, are best stored flat (they often warp otherwise) or vertically in slotted boxes with an identification on the upper edge of the negative. Smaller glass negatives can be stored vertically in file cabinets if stiff supports are provided at frequent intervals in the drawers. The same type of equipment is suitable for the storage of film negatives.

All negatives should be protected by jackets of sulfide-free Kraft paper, translucent glassine, or cellulose acetate. Cellulose acetate jackets are excellent because, being transparent, they permit one to view enclosed negatives without danger of getting finger prints on them or scratching them. Acetate and glassine jackets are slippery, however, and will not stay in position in the file unless the drawer is exactly the right size. Such jackets also are hard to handle if picked up in bunches. DuPont now is experimenting with a jacket material that will be less slippery but equally transparent. For large collections, of course, both glassine and cellulose acetate jackets may be too expensive.

Jackets with side seams are best for archival storage of negatives. Pressure marks will appear on negatives stored in the same position for any length of time in jackets with center seams. If center-seam jackets are used, the base, or shiny side of the negative should be placed against the seam to protect the emulsion, or dull side. Negatives should never be packed too tightly; pressure should always be avoided. If jackets are a little larger than the negatives it will not be necessary to force negatives into them and, for permanent files, it is best to have all jackets the same size, irrespective of the size of negatives in the collection. Finally, adhesive tapes or gummed labels must never be used on negatives or prints; they will injure and discolor both.

DESCRIPTION TECHNIQUES

All film records, with the exception of self-indexing print and negative files, need finding aids to make them available for use. There are many methods of describing film records and the selection of the best method is dictated by various considerations. One point should be kept in mind, however: the more informative the descriptions are, the less the need to consult the film itself in searching. Frequent screening of films for reference purposes is expensive, both in time and damage to films. Therefore films should be described precisely, both as to content and quality. Since archival holdings often include unedited films lacking narration or other documentation, the records description task of the archivist is a major responsibility. It is of the greatest importance that his descriptions be accurate, for finding aids not founded on careful research can bring discredit on him and his agency.

Any program of finding aids for the holdings of an archival institution may well begin with a guide, a simple and basic form of description, which analyzes records series by series. In a guide each series is identified by title and its general content, overall dates, size, physical characteristics, and arrangement are indicated. Particularly important components of the series may also be noted.

The next type of finding aid, in sequence from the general to the specific, may be a special list in which each item in a series is described in some detail. Each entry may include such information as the identification number of the item, its title, the name of the producing agency, and the date of its production. Items may be listed in numerical sequence or by subject. Listing by subject is particularly appropriate when a collection miscellaneous in character and uneven in value is involved, and it is also the most useful way to describe still pictures. The USAF Depository has prepared lists of films on the Wright brothers, on aero-medical activities, and on missiles. These films are part of a very large USAF series. They were selected for listing because of the large number of reference requests for them. Sometimes accession lists of new film subjects acquired are all that an institution is able to prepare, but it should be noted that such lists eventually can form the basis for special lists.

The next step in the description of film records may be the preparation of a card catalog. The standard catalog card developed by the Library of Congress for motion pictures is comparable to its card for books. In cataloging a motion picture collection, it will sometimes be necessary for the archivist to develop a classification scheme under which the entries will be filed. The classification scheme developed by the Library of Congress may be adequate in many instances, but if a collection is large and highly specialized, a more detailed scheme must be developed. If this is done, the archivist must carefully define the nomenclature in common use in the special field to which the records relate.

In organizations where heavy reference use of motion pictures is the rule, it will be necessary to prepare detailed, scene-by-scene catalog cards. Each scene is described by subject, quality, and length. This procedure will increase greatly the size of the card catalog, but it will likewise simplify and reduce the cost of searches for specific scenes.

Another method of cataloging, useful in small depositories or those with specialized collections, is coordinate indexing. Under this method individual cards are set up for each subject heading and the film identification numbers are posted on the appropriate subject card. A variation of coordinate indexing is the Uniterm System, which eliminates much of the need for subject cross references and complicated subdivisions of subject headings.

Still another method of cataloging, typical of this mechanical age, is the punch card system. Its use is frequently suggested to archivists by administrative personnel. Experience has shown, however, that the punch card system is not suited to archival material. It takes too many supervisors to check the punched cards for accuracy. Moreover, incorrectly punched cards are lost to the user forever, whereas a standard catalog card, even if misfiled, can be found whenever the catalog is "read." Punch cards will serve a useful purpose only if the collection is homogeneous and not scheduled for permanent preservation. There are many punch card systems; and, when agencies transfer to a depository records with punch card catalogs, they do not furnish the necessary sorting machines. Few depositories can afford to purchase a battery of such machines. Furthermore, manufacturers of sorting machines bring out new models periodically, so that it is often difficult to obtain equipment that will sort punch cards made 20 or more years ago.

It is natural that photographic finding aids should be developed for photographic records. Such aids are very useful, but they are also very expensive to produce. One Air Force activity makes microfilm strips of representative frames of each scene in a motion picture for reference use. In the USAF Depository frequently requested scenes from various motion pictures, showing specific aircraft, for example, are reproduced on film. The equivalent of 20 or 30 reels of film can be shown to the searcher on 2 or 3 reels of selected reproductions. For still pictures, the Public Health Service prepares strip microfilm copies of pictures pertaining to a single subject from which paper prints can be made.

Visual finding aids are often used in conjunction with standard cataloging methods. The Philadelphia Museum of Art, for example, places a 35 mm. print on each catalog card. The Library of Congress has followed the same practice in cataloging its Survey of American Architecture collection. Punch cards also may be made to accommodate a 35 mm. negative for viewing.

Calendaring — the complete description of the physical characteristics, subject content, and history of each still photographic or motion picture item in a series — is a luxury operation. It should not be undertaken until the permanent value of the series has been demonstrated.

Before choosing the finding aid that will give easiest access to the records within individual budget limitations, these factors should be considered: (1) the availability of personnel, (2) the size of the collection, (3) the age of the collection, and (4) the type of service request. The availability of personnel, of course, dictates the scope of any finding aid program. Even if personnel is not a problem, the size of the collection must be considered. For in an extremely large collection, numbering thousands of items, preparation of anything beyond guides or lists is normally impossible except for selected items. A select list in which important subject groups are selected and described is usually feasible. The preparation of a list that meets professional standards, particularly for motion pictures, always requires viewing the film and usually requires some research into its origin and subject matter. It is often feasible to select and list only the more important subjects in a series.

For collections that are little used, a good descriptive list or standard catalog cards are usually satisfactory. If the collection is new and timely, measures may need to be taken to avoid damaging the film record by too frequent projection. One such measure is the preparation of a detailed catalog card describing each scene. The amount of detail is governed by the amount of dynamic action shown. With the use of such cards a searcher requiring a view of an F-80 airplane taking off can eliminate other scenes showing F-80's and view only the specific footage containing the take-off. This saves an enormous amount of time in projection and saves all films dealing with other F-80 actions from deterioration through unnecessary projection and use.

It is always desirable to relate a finding aid program directly to the type of reference service in demand. Since not all records are used to the same extent, the most detailed finding aids should be made for those most frequently consulted. Others can be briefly described. A finding aid program should be diversified and flexible to meet the service requirements and the competence of available personnel.

Reference Service

In their zeal to protect the valuable records in their custody, some archivists are tempted to resist the demands of reference service. But there is little point in preserving records that are not used. The problem the archivist faces, therefore, is to render the widest possible service on his holdings while ensuring their continued preservation. This problem is especially critical in servicing motion picture records that are used frequently in the making of new productions. Because the best quality prints are always desired by the producer, he naturally wants them made from the original. When such requests come from the agency that created the records, the archivist must honor them. The USAF Depository therefore has developed a policy of keeping an unused master as an archival copy. For items that appear to have limited use potential, such a master is made only after the fourth use of the original. This is a necessary economy measure, but it appears to be satisfactory. The same provisions for protection of an archival copy should apply also to still pictures.

Another problem faced by the archivist, particularly if he has fairly current photographic records in custody, is "cannibalism." Let us say a film was made in 1950 showing the handling of specific types of ordnance. In 1955 it is decided that certain phases of this subject are obsolete and that a new film should be made to show current practices. The motion picture producer may, for economy reasons, decide that he wants to cut up the 1950 picture, scrap the obsolete parts and substitute new footage in their place. If the archivist permitted this, there eventually would be no historical record of change or development. Frequently, too, there is urgent demand for certain scenes to be clipped out of an existing film subject and incorporated into a new film subject. At the risk of being unpopular, the archivist must insist that such demands will be met by providing reproductions, not by altering the original records.

The principal uses made of photographic records are well known. Still photographs are sought for incidental illustrations to accompany texts, for pictorial works, for historical research into the life of the past, for scientific research, and for legal evidence. Motion picture records are used as a source for stock footage for new productions, for historical and television films, for operation documentation, for legal evidence, and for informational, training, incentive, or planning purposes. They are not often asked for as the record of a given agency because searchers are usually interested in the subject matter of a film rather than in the producing agency or its purpose in producing the film. But the archivist must always be well informed on the origins of film records because of the wide variety of restrictions that may be imposed on their use.

Still and motion pictures are subject to all of the general restrictions common to textual records, including those arising from security classification. In addition, photographic records are frequently copyrighted by the producer or photographer. Then, too, persons appearing in such pictures have a right of privacy under certain circumstances and can claim damages if pictures of them are used without their permission. Most motion pictures, of course, are not yet old enough to be assumed to be in the public domain under the copyright laws. Furthermore, they are often made under contracts by which the producer retains narrative rights, television rights, or distribution rights in certain areas of the world. Music in films is usually copyrighted separately, so that both music and performance clearances must be obtained before the composite film can be serviced. If the film involved is made by a Government agency, this problem usually does not arise, although there are exceptions.

Service on photographic records is costly and therefore a fee system for various types of services should be set up. But work standards used in establishing fees for the reproduction of documents cannot be used as a basis for determining fees charged for servicing photographic records. Faded prints will require special reproduction methods — much testing of various photographic papers may be required and possibly the use of ultraviolet light may be essential. Work with glass negatives must be done slowly for the safety of the negatives. Older film often must be repaired before processing, and if it has shrunk it must be reproduced on a step printer by optical methods. Intermediate steps, such as the production of duplicate negatives, are often required to make a desired print. The cost of all these processes must be considered in establishing fees for service on film records.

Service on photographic records is particularly satisfying to the archivist because he can see the results of his work on television, in commercial moving pictures, in popular magazines, and in handsome books. But the archivist should not neglect the information type of services, which may be of greater value in the long run than those more visible types. Certainly, if the reference screening of a motion picture makes unnecessary the rerunning of expensive scientific tests on military equipment or helps an engineer to overcome technical problems in a research and development project, the archivist makes an important contribution to national welfare.

Disposal Procedures

When the writer was an archival novice, she always wondered why the disposal function was reserved for the more advanced professional personnel, since disposal work seemed such a negative activity. Actually, however, it is one of the most interesting and challenging archival activities. This is true particularly in the photographic records field, for only the most primitive disposal criteria exist and the archivist still has to exercise his own judgment on what is worth keeping and what should be destroyed.

What the archivist contributes to the disposal process is primarily breadth of vision. The official who orders a training or research film produced requests it for a definite need existing at the time. He will normally consider the film disposable when that temporary requirement has been met. The archivist therefore must study the functions of the originating agency in order to determine whether the film may nevertheless be of further use to it or to another agency. He will go to the legal units to determine, for example, whether patent rights or claims may be substantiated by this film or whether the film is in support of an active Government contract. The archivist takes his findings in such matters and adds to them his own judgments on the value of the film as documentation of the agency's organization, functions, development, or operations. Then he must consider the cost factor of preservation. Certain training films made in several languages, for example, may run as high as 120 reels per subject. The cost of commercial storage per reel is normally $3 annually; Government storage costs are likely to be two-thirds of this cost. But even $240 a year for storage of such a subject may not always be warranted. And it must be remembered that to this storage cost must be added the cost of periodic inspection and reproduction for preservation. All these considerations enter into the formulation of the archivist's disposal recommendations. Transfer of films to the National Archives without making such judgments would only place the appraisal burden on that agency, which would be less well acquainted with the background.

The disposal problem was attacked by the Air Force fairly early. The Air Force was one of the first agencies to develop a satisfactory disposal program for motion picture film. A series of schedules was developed and approved. All except one of these apply to unedited film, since it was felt that film without explanation is less useful to future generations than edited film reports and film subjects. The shortest retention periods were provided for instrument panel films and similar types of mechanical research tools. Longer retention periods were assigned to film showing minor equipment items, static tests, or subjects where the results were incorporated in literature or in completely edited films. Unedited films showing new and experimental operations were considered to have permanent value, since future research must be based on them. Finally, the edited picture in a complete film series was studied. A basic principle of archival management of photographic records is the integrity of the film series. But occasionally sampling of a series is justified. For example, the Air Force series of training film grew to such proportions and the individual subjects varied so much in value that selective schedules were developed and approved. Under their provisions, all training films showing principles, theories, and major equipment or operational items are retained permanently. All others are disposable 3 years after the subject has been declared obsolete. At the same time that these schedules were put into effect, all non-Air Force materials in the USAF Depository were returned to the originating agency, and duplicates and ephemeral materials were destroyed.

Only when a collection has been reduced to a permanently valuable, essential core can the expense and work required to preserve, describe, and service the records be justified.

Building a Records Filing System for New York State Schools

By HOWARD W. CROCKER and
KENNETH L. BROCK

Division of Archives and History
New York State Department of Education

AS A result of the rapid growth of school enrollment in New York State in recent years, school administrators are faced with the increasingly difficult problem of managing their school records effectively. Harassed by urgent problems of constructing additional school buildings, recruiting more teachers, and mapping out new programs to meet increased enrollment, they find themselves beset with another complex administrative problem — controlling the growing volume of records.

Some school administrators have long recognized the need for better methods of handling both student and administrative records in their schools and have experimented with various methods to solve certain local problems. But the recent increase in pupil enrollment with its manifold problems left most of them dissatisfied with their existing systems of records keeping.[1] Many requests for some kind of records control system that would be easy to operate and that could be expanded to keep pace with school growth came from school administrators throughout the State.

In the summer of 1952 records personnel of the Division of Archives and History of the State Education Department undertook a series of studies of the problems of managing records in school districts. The first study covered the filing of school records. Throughout this study the records personnel received the wholehearted cooperation of the State Education Department's bureau of field financial services, a unit closely associated with the administration of schools, as well as the cooperation of organizations of school administrators and other school management specialists.

Examination of the records in many schools and discussions with administrators revealed that most filing systems were inadequate to meet the needs of an expanding educational program. Alphabetical, numerical, and partial subject files or files combining two or more of these methods were in use. Many files had little or no organizational pattern; their operation depended largely upon the memory of office personnel. Frequent personnel changes made this way of filing especially unsatisfactory. At the same time, the rapid expansion of school facilities had led to the dispersal of records to other offices or other buildings. As a result administrators found it increasingly difficult to keep track of their scattered records. Inactive records in storage were often forgotten and sometimes lost.

---

[1] Some relief from the necessity of keeping all New York State school records was obtained in 1951 when the legislature enacted section 65-b of the Public Officers Law providing for the disposition of valueless records in local public offices, including school districts, and put the records disposition program under the control of the Commissioner of Education.

It was obvious that two things were needed: (1) a central-office filing system that would provide the needed control for active records, that could be operated easily by busy office personnel, that could be quickly adapted to the needs of an individual school, and that could be expanded as the school grew; and (2) a workable system of controlling records filed or stored outside the central files. The goal, in brief, became the development of a filing system that could be adapted easily to fit local needs and that would provide control of all school records.

Analysis of School Records

The first problem was to survey and analyze the records found in schools. Since schools in New York State vary greatly in size and character, records personnel in the Division of Archives and History surveyed and analyzed the records in a consolidated or central school (kindergarten through 12th grade) with an enrollment of approximately 1,000, an elementary and junior high school (kindergarten through 9th grade) with an enrollment of approximately 600, and a superintendent's office of a village school system with an enrollment of approximately 1,500. Although there was considerable similarity in the records of the three schools, the survey revealed in each school some kinds of records that were not found in the others. An analysis of the records surveyed revealed a wide variety of subjects and confirmed the opinion, held by most school administrators and records personnel consulted, that the best results would probably be obtained by setting up a filing system on a subject-classification pattern. It also revealed that if the filing system was to be workable the multiplicity of subjects would have to be broken down into major groups or sections and the sections in turn divided and subdivided.

ARRANGEMENT OF A FILING PATTERN

With the survey and analysis of the records completed, there began the search for a suitable arrangement pattern for the subjects. Here several factors had to be taken into consideration.

1. *Familiarity.* Since the filing system, if it proved successful in operation, would be recommended to all the schools in the State, it should follow a pattern that was familiar to school administrators and office personnel. The pattern finally selected for the sections and many of the divisions within the sections followed as closely as possible the arrangement of items in the State Education Department's budget document for schools, an arrangement familiar to most school administrative personnel. Although the budget document was not sufficiently detailed to furnish a complete pattern, it did provide the five sections upon which the filing system was eventually organized. They were: School Administration; Instructional Services; Plant Equipment, Operation, and Maintenance; Auxiliary Services; and Pupils.

2. *Completeness.* The subject-classification pattern should be made as complete as possible to provide a specific place for filing each record type, to reduce cross-referencing to a minimum, and to simplify the problem of adapting it to the records in an individual school. After considerable experimentation a division, subdivision, and folder pattern was worked out for the entire filing system. A sample taken from the School Administration section appears on the following page.

The difficulty in forecasting every subject that might in the future be included in a school filing system quickly became apparent, and a general folder was included within most divisions and subdivisions. Records that did not fit readily into an existing specific folder were to be filed in the general folder. Each general folder was to be screened periodically, or when its contents became more than a half inch thick. When several related records were found in a general folder they were to be refiled in a new folder and given a specific folder caption. This practice not only eliminated an excessive number of folders containing only a few records but also permitted the expansion of the filing system as the need arose. Such expansion to keep pace with school growth was assured by the ease with which new divisions and subdivisions could be added to the existing sections. If future developments required it, even new sections could be added.

3. *Ease of Comprehension.* The relatively high turnover in

Division	*Subdivision*	*Folder Caption*	*Finding Aid*
ATTENDANCE			
		ATTENDANCE — GENERAL	
		ATTENDANCE — ATTENDANCE OFFICER	
		ATTENDANCE — EMERGENCY PLANTING AND HARVESTING	
		ATTENDANCE — EMERGENCY SCHOOL CLOSINGS — RADIO ANNOUNCEMENTS	
		ATTENDANCE — LETTERS TO PARENTS	
		(Circular letters regarding attendance, not letters relative to individual pupils)	
	ATTENDENCE REPORTS		*Flash Tab* ATT. REPORTS CURRENT YEAR
		ATTENDANCE REPORTS — CURRENT YEAR	
		ATTENDANCE REPORTS —	
		(Make an individual folder for each year)	
	REGISTRATION		
		(L) REGISTRATION — ATTENDANCE REGISTERS	
		REGISTRATION — KINDERGARTEN	
		REGISTRATION — STATISTICS	
	TRANSFERS		
		TRANSFERS — GENERAL	
		(L) TRANSFERS — TRANSFER CARDS	

office personnel in many schools and the limited time available for filing and finding records made it important that a filing system should be as easy as possible to learn and use. To aid office personnel in learning to use the filing system, the divisions and subdivisions in each section, except for a few divisions at the beginning of the School Administration section, were arranged in alphabetical order according to the first word in the caption.[2] Within each division and subdivision all folders, except the general folders at the beginning, were also arranged in alphabetical order.

Experience has demonstrated that office personnel usually become so familiar with the filing system while installing it that they find little difficulty in using it. New personnel quickly become accustomed to the filing system pattern merely by familiarizing themselves with the five sections and the divisions and subdivisions within each section.

Several simple devices were incorporated to speed up the filing and finding of records in the files. For quick identification a different colored label was used for the folders in each section, and captions were kept as brief as possible and were phrased in terms understood by school office personnel. To aid in refiling folders that had been removed from the files, the identification of the respective division or subdivision in which a folder was filed was included as the first part of the folder caption. Alphabetical or numerical tabs were used to break up long series of similar folders, and flash tabs were included to indicate the location in the files of frequently used folders.

4. *Control.* If the filing system was to solve the problem of controlling all the records in a school, a control system should be built into the filing system to identify and show the location of records outside the files. This was accomplished easily and inexpensively by inserting at the correct subject location in the school administrator's files a locator card showing the location of each record series filed or stored elsewhere. This required an inventory of all records outside the administrator's files. A locator card was prepared for each record series by splitting a folder at the fold and using the half containing the tab. Information showing the location of the record series was indicated on the body of the card, and the identity of the record series was typed on a crimson label, which was affixed to the tab. Crimson labels were used to distinguish all

---

[2] Extensive use of the filing system in many schools has since demonstrated the advisability of arranging all divisions and subdivisions in alphabetical order. To accomplish this a revision of the School Administration section will be incorporated in future editions of the installation manual.

locator cards regardless of the section of the filing system in which they were filed.[3] Records filed or stored outside the administrator's files varied from school to school. As a guide for personnel installing the filing system, the records that, because of their age, size, or volume, were most frequently outside the administrator's files were indicated in the subject-classification pattern by an (L) before the folder caption.

The use of locator cards (see Fig. 1, below) has met with widespread approval, especially in schools where administrative functions have been decentralized. A common example is that of business records transferred from the school administrator's files to a separate business office, either in the same building or in another building. Locator cards in the administrator's files show the new location of those records. Some administrators have further increased the value of the locator cards by indicating on them data relating to the destruction of disposable records, thus tying their records disposition program into their control system.

These four considerations — familiarity, completeness, ease in learning and using, and control — were given careful attention during the development of a suitable arrangement of subjects; for, if the final subject-classification pattern lacked any of them, it would repeat the deficiencies of school filing systems already in use.

Installing and Testing the Filing System

After the subject-classification pattern had been established came the problem of installing and testing the filing system. It was determined at the outset that pilot installations would be made by records personnel of the Division of Archives and History in the three schools in which the records were surveyed and analyzed. Later it was deemed advisable, as an additional safeguard, to have office personnel in a number of other schools make test installations on the basis of information gained from the three pilot installations.

The initial pilot installation was made in the Red Hook (N. Y.) Central School, and here the problem of selecting the most suitable filing materials arose. Obviously, the materials had to be readily available, reasonably inexpensive, and durable enough to keep replacement costs at a minimum. But more than that was wanted. For ease and speed in filing and finding records the materials had to reflect the subject classification pattern in a quickly discernible file-drawer arrangement, in which the divisions and subdivisions — the keys to learning and using the files — would stand out.

---

[3] Cards made in the same manner and having crimson labels were used also to indicate permanent cross-references within the files. A few of these permanent cross-reference cards were inserted at points where the similarity of the subject-matter might confuse a searcher. The cards merely indicated the exact locations where records could be found in the files. They were designated in the subject-classification pattern by an (X) before the folder caption. Although the extensive breakdown of subjects within the divisions and subdivisions reduced to a minimum the amount of cross-referencing needed to find records in the files, the use of a few permanent cross-reference cards was a further step in saving time for office personnel.

A careful examination of available filing materials led to the use of heavy pressboard guide cards with one-fifth cut metal tabs for the divisions (1st position), subdivisions (2nd position) and finding aids (5th position). Individual kraft folders with a two-fifth cut tab right of center (3rd and 4th positions) were used for folders, locator cards, and permanent cross-reference cards.[4] This combination, together with the colored folder labels, gave an orderly drawer arrangement in which the location of records was quickly apparent (see Fig. 2 below).

Pilot installations were made in the two other schools, and the operation of the three installations for approximately 8 months proved the workability of the subject-classification pattern but left unanswered the very important question of whether busy school-office personnel could install and operate the filing system by themselves.

To determine this, 15 school administrators were asked to install and test the filing system in their own schools, using their own office personnel, with the understanding that assistance would be given in solving any problems that might arise. They were furnished with an outline of the subject-classification pattern, data for selecting needed filing materials, and a suggested procedure for making the installation. Surprisingly few serious problems were encountered; those that did arise were due chiefly to the hastily written and abbreviated installation procedure.

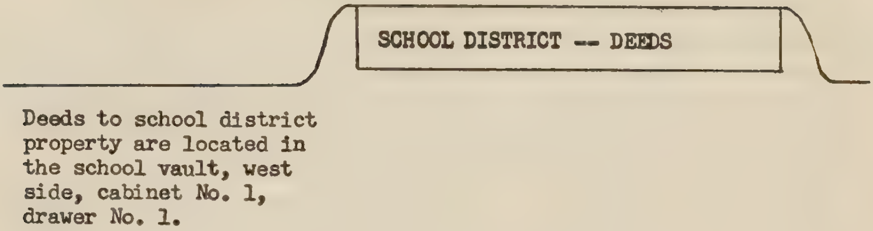
Besides revealing new types of records that should be added to the subject-classification pattern and ways in which the suggested procedure for installing the filing system could be improved, the test installations demonstrated that:

1. School office personnel could use the instructions furnished them to install a filing system that would serve their local needs.

2. The subject classification pattern was adaptable to the records of a school of any size.

---

[4] Some schools were already using suspension type folders and for reasons of economy preferred to retain them. The same positioning of guide cards and folders was followed when suspension folders were used.



SCHOOL DISTRICT -- DEEDS

Deeds to school district property are located in the school vault, west side, cabinet No. 1, drawer No. 1.

Fig. 1. A Locator Card

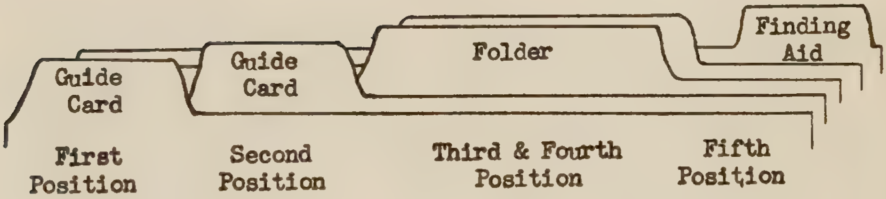

Guide Card
Guide Card
Folder
Finding Aid
First Position
Second Position
Third & Fourth Position
Fifth Position

Fig. 2. Arrangement of Guide Cards and Folders

3. The cost of the materials required to make an installation was not excessive.[5]

4. The office personnel who installed the filing systems became so familiar with the subject-classification pattern that they had little difficulty in using the filing system after it was installed.

5. The best time to make an installation was during a vacation period when there were fewer calls for records and fewer interruptions in the work.[6]

6. If an installation had to be made while a school was in session, more time was required; but little difficulty was encountered in using both the old and new files until all the records could be transferred to the new system.

Making the Filing System Available to Schools

The success with which the filing system was set up and operated in the pilot and test installations led the Division of Archives and History to make it available to any school in the State that might desire it. To accomplish this a manual entitled *A Basic School Filing System* was prepared. To date nearly 3,500 copies of this manual have been distributed upon request to schools, libraries, and other educational organizations.

Since the manual presented much information on the filing and controlling of school records that was new to many administrators and office personnel it had to be written as clearly and concisely as possible. The information was phrased in terms familiar to school office personnel, but to guard against possible confusion the more common records terms used in the text were defined briefly at the beginning of the manual. Because a subject-classification pattern might be a concept new to many who would install and use the filing system, the necessity of determining the subject of a record and of grouping related records together was emphasized. Though the subject-classification pattern was the heart of the manual, instructions were included for every step in setting up and using the filing system. Most of these instructions were the result of experience gained in making the pilot and test installations.

Despite the similarity of records in most schools, considerable emphasis was placed on adapting the subject-classification pattern to the records of the individual school. The filing system was "basic" only in that it provided the framework into which all school records could be fitted. Adaptation involved the relatively simple steps of deleting from the subject-classification pattern any records that the school did not have and adding any records that might not have been included, but it required knowledge of the school's administrative procedures and records. School administrators and the office personnel in charge of the files were urged to perform the task jointly.

---

[5] The cost of a sufficient quantity of good quality pressboard guide cards, kraft folders, and labels for a school with an enrollment of approximately 1,000 ranged from $50 to $75.

[6] Under such conditions it was demonstrated that two or three people working full time could make the installation in almost any school in about 2 weeks.

Since ease of using the filing system depended upon both the subject-classification pattern and the arrangement of guide cards and folders in the file drawers, instructions were included for selecting the proper filing materials. Several manufacturers made and distributed through hundreds of local dealers the type of materials recommended. Because most materials would be purchased from local dealers, a description as well as each manufacturer's order number was furnished for each item required. In this way the choice of manufacturer and dealer was left to the school administrator but much of the confusion in obtaining the desired filing materials was eliminated. Every step in the preparation of guide cards, folders, labels, locator cards, and cross-reference cards was carefully explained and illustrated with line drawings, even though such information might be common knowledge to many who would make the installations.

Experience gained from the test installations indicated that the transfer of records from the old to the new filing system was the most difficult and time-consuming part of the installation. To reduce that difficulty an installation plan was worked out and recommended. School office personnel were urged to prepare the necessary guide cards and folders and place them in any available empty file drawers or transfer cases according to the arrangement in the subject-classification pattern. In old files the contents of some folders that were already arranged according to a subject could be transferred quickly to folders in the new files, but the contents of folders that were not so arranged had to be reviewed, given subject classifications, and distributed to the appropriate folders in the new filing system. Having the guide cards and folders already in position to receive the reclassified records made the task easier and reduced the time required to make the transfer. The office staffs were urged to incorporate the records in the new filing system as rapidly as possible. After the transfer was completed each folder could be inspected quickly to detect misfiled records, to arrange its contents in the correct order, and to weed out duplicate copies no longer needed or records eligible for disposition.

Suggestions were also included on the use of the filing system, the preparation of records for filing, the expansion of the filing system, the establishment of transfer or retirement files, and the proper procedure to be followed in disposing of valueless records.

School administrators were informed by mail of the availability of the basic school filing system manual, and a model of the filing system was prepared and demonstrated at their State and regional meetings. As interest in the filing system increased, the Division of Archives and History, although satisfied that the filing system could be installed from information contained in the manual, decided to experiment with visual aids as a means of encouraging new installations and assisting those already making installations. Kodachrome slides were prepared showing every step in the installation procedure and in the use of the filing system. They have been shown to hundreds of school administrators and office workers in many parts of the State and have proved of tremendous value in increasing their understanding of the filing system and in improving their filing practices.

CONCLUSION

To date some 300 schools in New York State either have installed or are in the process of installing the basic school filing system, and many school administrators have indicated their intention of installing it during the coming summer vacation. An interesting though not unexpected result has been notification from many school administrators that they have not only installed the system in their central files but also are requiring its installation in all the schools under their jurisdiction.

Many requests have been received from school administrators in other States for information about the filing system. Although the subject-classification pattern was developed for records in New York State schools, one administrator in a neighboring State has reported the successful adaptation of the filing system to his school's records.

The enthusiasm with which the basic school filing system has been received has led the Division of Archives and History to the following conclusions:

1. Where there is a high degree of similarity in the records in public offices a satisfactory subject-classification pattern can be evolved and adapted to the filing requirements of those offices. Using the same general approach to the problem of filing town (township) records, the division has prepared and released a basic town filing system to the 932 town clerks in New York State.[7] A basic village filing system is now in preparation and will be released to the 547 village clerks next year.

---

[7] This publication is reviewed in this issue of the *American Archivist.*

2. If a filing system is intended for statewide use, extensive field testing under varied local conditions is advisable to ensure satisfactory results.
3. Local public officials, including those with only limited knowledge of filing methods, can install a filing system if the installation instructions are carefully prepared. Visual aids, such as film strips and kodachrome slides, can be used successfully to increase understanding of the installation procedure.
4. Effective control of records located outside the filing system can be built into the filing system with little trouble or expense.

The increasing volume of records in public offices is daily making the problem of filing and controlling those records more difficult. Officials responsible for the records are seeking solutions to that problem. It is hoped that such experiments as the development of the basic school filing system will provide those solutions.

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

An Historian's World; Selections From the Correspondence of John Franklin Jameson, edited by Elizabeth Donnan and Leo F. Stock. [American Philosophical Society *Memoirs*. Vol. 42.] (Philadelphia, The Society, 1956. Pp. xi, 382. Illus., appendix. $6.)

Without doubt this will be the most important book in American historiography to be published during this year, perhaps even during this decade. Two capable scholars (both lately deceased), who knew J. Franklin Jameson well and had worked under his direction, have selected and edited about 500 letters written by him and extracts from his diary through the years 1880-1937. The selection is judicious; the range wide with respect to time, persons, and subjects; the editing precise, restrained, impeccable. The introduction, by Miss Donnan, is quietly brilliant. Great as is her admiration of Jameson and her dedication to his memory, she has her facts in hand and her judgment under control. Our confidence in the editors' judgment and diligence had only increased when we turned the last page. Their final effort, a triumphant success, is a cornerstone for the biography of Jameson and the history of American historical writing that is still to be written. Happily, the Jameson papers are to be in the Library of Congress where no doubt they can soon be consulted generally. The large format of the American Philosophical Society *Memoirs* is not always pleasing to use, but in this case the format seems inexplicably appropriate. The footnotes are at the bottom of the appropriate pages, a fact worth noting only because some publishers now lump scholarly apparatus inconveniently at the end of a volume or even in a separate pamphlet.

The letters themselves have a fullness of thought and an exactness of language that must have made them as welcome to receive as they are to read (or, for some, to reread) today. In rapid sequence we find Jameson's comment on Herbert B. Adams and his friendships around the dinner table and in the seminar with many of the men who were to teach and write history for 50 years. If the illustration used as a frontispiece shows us an austere gentleman, let it be mentioned that in his youth Jameson boxed, played the flute, and took long walks, and that all his life he wrote poetry. The years in Baltimore, where he received the first doctorate in history at Johns Hopkins University and was a fellow and an associate, conditioned and broadened him. He taught at Brown University for 13 years. While there he became, in 1895, the first editor of the *American Historical Review*; he continued to edit it until 1901, as he also did again from 1905 to 1928. Those who know the effort it takes to edit a smaller journal will understand one of the reasons why Jameson wrote no multivolumed history.

After Brown came 4 years at the University of Chicago. Then, in effect, Jameson and Andrew C. McLaughlin traded positions at the University and the Carnegie Institution of Washington, a most satisfactory exchange for each. Jameson quickly settled into his job as principal spokesman for the profession of history. He resumed the editorship of the *Review* and in 1907 was president of the American Historical Association. Carnegie representatives searched out records vital to American history in foreign capitals, and guide after guide came from the presses. Leland was in Paris, Stock was soon at work on the *Proceedings and Debates of British Parliaments*, Burnett edited the *Letters of Members of the Continental Congress*, and Miss Donnan edited *Documents Illustrative of the Slave Trade*. That important tool, the *Writings on American History*, appeared annually. The *Dictionary of American Biography* was successfully completed and the *Atlas of Historical Geography* appeared. The campaign to erect the National Archives Building began, and Jameson lived to see the finished structure and the thriving institution. (The reviewer notes with pleasure that additional information turned up shows the campaign to have begun a year earlier than was previously thought.)

The projects listed here are only some of the highlights, represented in the letters, of a quarter century of activity at the Carnegie Institution and a decade as chief of the Manuscripts Division of the Library of Congress. Besides all this, Jameson served on innumerable committees, held uncounted offices, advised on the qualifications of many young scholars (for he had a judicial mind and was outside the academic circle), served as a clearinghouse for ideas and projects, and generally represented history in and from the Nation's capital city.

In the jargon (which assuredly he would have deplored) of this latter day Jameson would have been called Mr. History or the historian's historian. Yet he was Amherst, not Harvard; American-, not German-trained; the touchstone of basic projects, not the writer of a great history; the quiet fellow who did the hard and necessary work, not the founder of a "school" of history. It has been said of Jameson by Waldo G. Leland that he had no predecessor and would have no successor. This book offers abundant evidence that those words were truly spoken.

FRED SHELLEY

New Jersey Historical Society

"A Preliminary Guide to the Archives of Texas," by Seymour V. Connor. (Reprinted from the *Southwestern Historical Quarterly*, 59: 255-364, Jan. 1956.)

Dr. Connor, former Texas State Archivist, warns us in his opening paragraph that this guide "is far from definitive." It purports to survey "the official documentary remains of the agencies of the former governments of Texas," exclusive of the General Land Office, the Attorney General's Office, and the courts. Actually it surveys materials relating to records rather than the records themselves.

In preparing the *Guide*, an analysis was made of the biennial reports of the Archives first as an institution under the Department of Agriculture, Insurance, Statistics, and History, and after 1907 as an administrative division of the State Library. Then a study was made of "Receipts" for the past two decades of material transferred to the Archives from other State agencies. A physical inventory of the package labels for each file was the next step. The records were inspected only in those cases where the labels seemed false or misleading. Where identification required prolonged investigation and research, the term "unidentified" was used. As a result of this process, series have been given such elusive titles as "Main Miscellany" and "Sub-miscellaneous," as well as "Music, Sheets," "Murder Cases," and "Early Morse."

The *Guide* entries, compiled from inventory sheets prepared for each file, are arranged in alphabetical order under the name of the department, agency, or file designation. In the reviewer's opinion, such disregard for the basic archival principles of *respect des fonds* and provenance defeats the compiler's hope that the guide "can become the foundation for a practical and expanding catalogue of the records of the Texas past." Such obviously nonarchival material as broadsides, newspapers, and manuscript collections should be described in a separate finding aid.

To mix metaphors, the alphabetical arrangement becomes a Procrustean bed for such strange fellows as the Nacodoches County records series entry alongside the entries for the Department of Nacodoches Archives for 1728-1836. Furthermore the relationship between other Republic of Texas series is obscured by such widely scattered entries as "Army, Republic of Texas," "Colonization Papers," "Indian Affairs," "Proclamations, Republic," "Seat of Government Papers," and "State Department." Indexes, separated from the series to which they relate and placed under the letter "I," include those to "Campaign Expense Accounts for 1946," "Census of 1880," "Confederate Muster Rolls," and "Executive Correspondence, 1922-1930."

Finally "a practical and expanding catalogue" will need a numbering scheme, no matter how arbitrary, for series, record groups, and guides.

KATHERINE H. DAVIDSON

National Archives

A Basic Town Filing System. (Albany, New York. Division of Archives and History, State Education Department, 1956. Pp. iv, 78. Processed.)

Persons living elsewhere than in the Northeast require warning that this volume uses "town" where they would say "township." To a degree, the town government characteristic of New England spilled into the Empire State, there combining with the county system prevailing elsewhere. New York has 932 town clerks, each of whom should welcome this publication, for it demonstrates understanding of their problems and sympathy with their points of view.

Management techniques for records trickle down slowly. Over a period of 20 years the National Archives has devised and installed disposal schedules and records centers, with simple procedures that have effected huge economies while providing swifter reference service to officials. State archives have begun, one by one, to supplement genealogy with services to sister agencies swamped by their own inactive records. During the past decade New York has developed and operated a plan for the orderly and regulated disposal of inactive and valueless records accumulated in the local offices, and now that State comes up with a neat system for placing the files of town clerks in useful and standardized sequence. This marks a major breakthrough of records management to the grassroots level.

There is every reason to believe that the system outlined is practical. A group of town clerks assisted in its development, and installations have operated with success for over a year in 15 towns with populations of 1,700 to 70,000. Town clerks will find here a tested device for getting and maintaining control over the records in their offices.

The manual will be easy for town clerks to comprehend, for the terms used display no pompous and polysyllabic clarification of substantive functions. For example, filing is defined as "the systematic placing of records in the files according to the established classification plan so that at a later date the records may be found again."

Line drawings are used freely to clarify matters difficult to explain in the text, the arrangement throughout is clear, and the expression is simple, concise, and effective. The theory involved, together with necessary instruction on details, is adequately presented in 28 pages. Another 44 pages suffice to provide folder headings in their detailed entirety, even including suggestions for variants possibly desirable under particular circumstances. Six final pages furnish suggestions on operation. There is even a return slip for notifying Albany regarding completed installations.

For clarity and simplicity of presentation this manual is remarkable. Very tactfully, no suggestion is made that the system proposed must be adopted, but it can be prophesied that its use by New York's town clerks will soon become general.

HENRY HOWARD EDDY

Pennsylvania Historical and Museum Commission

Denmark. National Record Office. *Central-Administrations Afleveringer til Rigsarkivet, 1921-45*, by C. Rise Hansen. (Copenhagen, 1956. Pp. xii, 53.)

"This little publication," says Axel Linvald in his foreword, "contains a brief summary of the transfers from the Central Administration [of the Danish Government] to the National Record Office during the 25-year period, 1921-1945. In all it comprises not less than 27,938 records and 81,390 document packages, amounting to approximately 10,700 shelf meters."

Mr. Linvald, State Archivist in charge of the National Record Office, hopes that this publication by Archivist C. Rise Hansen will be useful to the Central Administration's many officials and institutions and that it may lighten the burden of the research historian and investigator looking into these comprehensive unpublished source materials that are so valuable to the history of Denmark and its people. The publication is in reality an abbreviated shelf list, as both Mr. Linvald and Mr. Hansen recognize, and both hope that it will lead to the preparation of more detailed and comprehensive descriptive lists or catalogs, especially of the more valuable groups. In his introduction Mr. Hansen briefly describes the origin and quality of this large volume of records, and he notes that his publication is at best a summary, constituting a simple yet effective control of the many different series of records. Indeed, each entry description is similar to the form of series entry title used in the preliminary inventories prepared in the National Archives of the United States. The adequacy and usefulness of such a list depends of course upon its completeness and the accuracy with which the records have been arranged. The Danish archivists seem to have met these criteria.

The usefulness of such a simple listing becomes at once apparent to the reader. The organization is essentially by administrative unit, such as the Royal Household, the Ministry of Foreign Affairs, and the Ministry for Trade, Industry, and Commerce. Within each of these primary administrative organizations the subdivision whenever possible is by agency. The following is a representative sample:

Ministry of Foreign Affairs		
Archives of Legations and Embassies		
United States of America	*Volumes*	*Packages*
Journals of the Embassy 1908-22	7	
General Correspondence Matters, 1909-22		81
National Records Office Correspondence Matters, 1914-18		26
Department of Trade Journals, 1917-18	7	

This publication admirably fulfills the requirements of the initial control of the arrangement and description of a large volume and variety of records, but it seems to the reviewer that such control is achievable only if there is close cooperation between the agency of origin and the archivist, as there appears to be in Denmark.

Herman R. Friis

National Archives

Grundzüge einer deutschen Archivterminologie, compiled by Heinrich Otto Meisner and Wolfgang Leesch. (Beilage zu *Archivmitteilungen*, V Jahrgang 1955, Heft 4. Berlin, Amt für Literatur und Verlagswesen der deutschen Democratischen Republik, 1955. Pp. 14.)

This report of the Committee for German Archival Language is issued under the auspices of the Public Archives Administration, State Secretariat for Internal Affairs, of the German Democratic Republic in Potsdam. Heinrich Otto Meisner, well known in German archival work, has previously published an article on archival terminology, "Archivalische Berufssprache," in the 1934 issue of *Archivalische Zeitschrift*. Wolfgang Leesch has compiled lectures of Adolf Brenneke, which appeared in 1953 under the title *Arkivkunde*.

The compilers explain in the introduction that the designations for archival concepts are chosen from the standpoint of their fitness and currency and are limited as much as possible to purely German words. Idiomatic designations that correspond to no concept of archival science are excluded. It is proposed to issue later an alphabetical list of special terms that will show the relation of provincial and transient terms to standard concepts. The compilers make the interesting suggestion that the "task of an international specialized dictionary would be to place in mutual relationships, not concept designations but national concepts whose idea content has been established by definition and also to determine how far concepts and systems of concepts in different languages correspond to one another, how far concepts overlap and to what extent counterparts exist at all in foreign languages should also be determined."

The field of semantics can be perplexing and one might question the compilers' assumption that, "to attain a unified terminology, the standardization of concepts is indispensable whereas the standardization of designations remains a secondary question." A rigid adherence to this statement could lead to a logical impasse. Certainly concepts are the more important, but is it necessary to await the solution of the abstract problem of the standardization of concepts before attempting the more modest concrete problem of the stabilization of terms and designations? The two processes can proceed together and interact. The actual issuance of the present list is a strong argument in this direction.

Regardless of the merits of these abstractions one can approve of the resulting list of terms, which is a welcome aid to anyone reading German archival literature. It succeeds in clarifying many terms for which one goes to a dictionary in vain.

The list consists of 187 entries grouped under the following main headings: Archives and Registry Systems in General and Organization of Archives; Types of Records; Storage of Records; Archival Techniques; Registry and Archival Aids; and Use of Archives.

Because several terms are usually mentioned under one entry, the alphabetical index of terms (p. 13 and 14) adds to the usefulness of the list. Under the main headings the entries are arranged according to various logical schemes. For example, under heading 5, Registry and Archival Aids (subheading Registry), the arrangement appears to be from the general to the specific, so that "Classification Scheme" (*Aktenplan*) is put first and "journals," broken down into types, is toward the end. Section 4, Archival Techniques, is arranged in sequence of processes from the Archives point of view, so that accessioning comes first.

This is a well organized list covering such varying terms as *Konkordanz*, which is defined as a comparative table of old and new labels, and *Archivrecht*, to which a full paragraph is devoted.

Joseph Mehl

National Archives

Wiltshire Quarter Sessions and Assizes, 1736, edited by J. P. M. Fowle. (Devizes, Wiltshire Archaeological and Natural History Society, 1955. Pp. lxv, 213, appendixes, index. 1/2/0.)

This volume is the eleventh of transcripts and abstracts of documentary sources for the history of Wiltshire County and guides to such sources published by the Records Branch of the Wiltshire Archaeological and Natural

History Society. It is the second volume of proceedings in Wiltshire Quarter Sessions to appear in this series. It departs from the prior practice in the publication of local court records of this character by publishing all of the Quarter Sessions records of the county for a single year of the eighteenth century rather than attempting to cover all extant court records in a single volume of selected documents or simply printing as large a chronological segment of them as possible. This method has the obvious advantage of making it possible to introduce interested persons to relatively fresh source material of more recent date than any generally available for other counties. The year 1736 was carefully chosen for this demonstration or introduction, on the theory that the popular unrest connected with the Gin Act controversy would provide an appropriate range of judicial activity. Another procedural innovation is the inclusion of the relevant Assizes records for the same year to complete the story of judicial proceedings in the county and give the reader a good general impression of the operations of these courts in the early eighteenth century.

The editor, who was assistant archivist to the Wiltshire County Council prior to his appointment as Archivist to the Government of Uganda in March 1955, has provided an introduction explaining the documents presented, surveying in considerable detail all the Quarter Sessions records for the county, and furnishing much interesting information on the office of the clerk of the peace and on the custody of the records from 1390 to 1946. The records of the courts, which are described in the introduction, include the basic "great rolls" or Quarter Sessions bundles, minute books, order books, process book of indictments, draft estreats of fines, gaol book, order book for transportations, process book, and estreats of fines and amercements and forfeited recognizances. The proceedings of the Quarter Sessions are arranged chronologically by session: Hilary, Easter, Trinity, and Michaelmas; and the surviving Lent and Summer Assizes proceedings are presented in that order.

The records indicate the most common offense tried at the Quarter Sessions to have been assault and the sentence generally imposed a fine. Burglary and theft appear to have been the principal felonies considered by the Assizes and transportation to America the punishment. While crimes and offenses were the proper concern of these courts, they also engaged in a wide range of administrative activities, including highway maintenance, poor-law regulation, appointment of local officers, and the granting of licenses. The records of the Quarter Sessions and Assize Courts are, in fact, among the most valuable sources for the social life and general history of any locality in which they were held, including colonial America. An excellent example of the fruitful utilization of published court records of this type in the United States is, of course, Raphael Semmes' *Crime and Punishment in Early Maryland.*

This volume is in all respects a fine example of archival craftsmanship and editorial skill applied with professional competence and is a credit to its sponsors and the members of the archival profession involved in its production. The introduction, happily unencumbered by any mass of meaningless footnotes, is a particularly articulate and lucid presentation, of interest beyond the subject matter to which it is related and worthy of emulation for its technique and comprehensiveness.

Raymond P. Flynn

National Archives

Saskatchewan Archives. *Sixth Report of the Saskatchewan Archives Board, 1952-54.* (Regina, Minister of Education, 1955. Pp. 28.)

In most Canadian provinces the provincial archives have two duties: to preserve provincial government records of value and to acquire and preserve printed and manuscript material connected with the history of the provinces. One of the most efficient provincial archives is that of Saskatchewan; and its latest report, covering the 2 years ending in May 1954, shows how these duties are being carried out.

The governing body of the Saskatchewan Provincial Archives is a small board formed by the provincial government to represent the government and the provincial university. In addition a Public Documents Committee has been established; this deals with the preservation of provincial government records of enduring value and the orderly disposal of the remainder. Previous reports have described the development of such disposal procedures: the preparation and adoption, for each branch of a department, of a comprehensive schedule in which retention dates for various classes of records are established. During the period covered by the report 28 schedules were adopted for government departments and crown corporations. Saskatchewan has a socialist government; hence the appearance of crown corporations, such as "Saskatchewan Leather Products — Shoe Factory and Tannery."

There is a close connection between the Provincial Legislative Library and the Archives, and both have cooperated in filming recent issues of Saskatchewan weekly newspapers. Microfilming is also increasingly used for procuring copies of municipal and school district records, Dominion Government records, and private papers.

In addition to the types of records that have been mentioned, a glance at the lists of accessions discloses that the preservation of business and organization records, sound recordings, and pictures is a function of this Provincial Archives. Certain publications, including *Saskatchewan History*, appear under the auspices of the Archives or have been compiled by members of the staff.

This interesting report is evidence that a great deal of useful work is being accomplished in Saskatchewan by a comparatively small staff.

George W. Spragge

Public Records and Archives, Ontario

Misiones Venezolanas en los Archivos Europeos, by Joaquín Gabaldón Márquez. (México, D. F., Instituto Panamericano de Geografía e Historia, 1954. Pp. 230.)

The volume under review is the eighth in a series published by the Pan American Institute of Geography and History, which is devoted to the general subject of "American Missions in European Archives." Each volume in this series is concerned with a separate country — the present offering with recent archival findings made by Venezuelans in European archives. The purpose of this general series has been to list and publicize the existence of documents relating to each country in question — in this instance, of course, the land of Bolivar. The Pan American Institute, with its international headquarters in Mexico City, hopes by the publication of this series to stimulate more writing of a scholarly nature. The service to scholarship achieved by the institute through the publication of this guide cannot be overemphasized. There is a sizable number of Latin American historians, when one considers the total in all of the American republics, and such scholars will derive benefit directly from this series.

Much patriotic devotion and some personal sacrifice went into the efforts which have produced this guide. Four of the Venezuelan missions to the European archives were official; four others were financed by individuals either solely or in combination with private organizations to which they belonged. The first part of the present guide reports on the official missions; the second describes documents turned up by private scholars. Copies of many of the materials listed are now on deposit in the National Academy of History in Caracas, where, of course, they will have their maximum usefulness. This publication should directly encourage more research and writing in the field of Venezuelan history, covering, as it does, documentary sources from the time of the voyages of Columbus to the political emancipation of Venezuela from Spain. The Venezuelan commission sponsoring these archival endeavors has had in mind, too, that eventually means may be found with which to begin the publication of some of these major archival sources. The field of documentary publication is one in which, incidentally, Venezuela has already made signal contributions.

GASTON LITTON

University of Oklahoma

Manitoba. Public Archives. *Preliminary Inventory, 1955.* (Winnipeg, Provincial Library, 1955. Pp. 52, index.)

This publication contains a general list of items in the Archives Branch of the Legislative Library of Manitoba, Canada, but it is not an inventory of the public records of the Province of Manitoba. Under the direction of the late provincial librarian, J. L. Johnston, the Archives Branch gathered private manuscripts, microfilm and photostatic reproductions, transcripts, and short, typed studies — all relating to the history of western Canada. Of such items listed here, only the papers of the premiers and lieutenant-governors of Manitoba contain records of the province. Some of the items belong to the Manitoba Historical Society, whose manuscript collection has been incorporated with the Provincial Archives; these items are so indicated.

The list is arranged alphabetically by name and subject. Each entry includes a description of the material, its quantity, its date span, and a statement as to whether it covers original records, reproductions, or secondary studies. An index provides cross references among the items in the list proper.

This inventory, the first to be published by the Legislative Library, includes materials bearing on exploration, the fur trade, early settlement, military affairs, churches, schools, and families in Manitoba and western Canada. It will be useful to researchers studying that area.

Francis J. Heppner

National Archives

El Manejo de Archivos y Documentos, by Philip C. Brooks. (Ediciones del Ministerio de Educación, Departamento de Bellas Artes y Publicaciones. Panama, 1954. Pp. xvi, 213.)

This book consists of a series of lectures on the management of archives and current records given by Dr. Brooks under the auspices of the Republic of Panama and the University of Panama, in cooperation with the Institute of Inter-American Affairs. The lectures cover the following topics:

(1) The handling of documents as a prime factor in the improvement of administration — devoted chiefly to a definition of terms, the importance of systematic procedures, fixing responsibility, and other general problems;

(2) The origin, receipt, and control of records — the types of communication which become ultimately written documents and the adoption of rules for handling them;

(3) Mail — how to handle it, from receipt of a communication to final disposition of the subject or inquiry;

(4) Active or current papers — how to handle them efficiently and keep them readily available for consultation while they are of current interest;

(5) Methods of handling papers — the adoption of some particular system of classification, chronological, alphabetical, or other, and the need of manuals, catalogs, indexes, or other guides;

(6) Reference service, or use of the archives — how to handle requests for information without disturbing the orderly arrangement of the papers and how to keep a check on papers withdrawn until they are returned;

(7) Measures for maintaining efficiency in archival management under changing conditions of modern technological improvements;

(8) Withdrawal and storage of inactive records, providing working space for current activities and services, and storage of documents under proper conditions for their physical preservation;

(9) Evaluation of documents to determine which are of greatest importance for future reference, and laws relating to final disposition of old records;

(10) Methods of photographic reproduction of documents, for legal or reference purposes, including microphotography; and

(11) Permanent archives — concerning the preservation of documents of enduring value for posterity and the responsibility of governments for maintaining such archives.

An appendix gives various forms and diagrams for the handling of records, outlines schemes of organization, and lists books and articles relating to archival management.

This course of lectures is logically organized, clearly and forcefully presented, and full of helpful suggestions. It should be of use to everyone entering upon a career in archival administration.

George P. Hammond

Bancroft Library

[France.] Archives Départementales de la Réunion. *Répertoire numérique de la Série L: Révolution-Empire-Régime anglais, 1789-1815*, by E. P. Thébault. (Nérac, Imp. G. Couderc, 1954. Pp. 133.)

In the eighteenth century France had two colonies in the Indian Ocean (some 500 miles east of Madagascar), known as the Islands of France and Bourbon. They were not notable for size (the Île de France had an area of 720 square miles and Bourbon one of 970), but their strategic location on the route to India kept them always in the public eye. Professor Priestley has described the two islands as being "redoubtable fortresses for France and commercial centers of first rank." These fortresses, torn by internal commotions, proved unable to defend themselves successfully during the Napoleonic wars; the British captured them both in 1810. At the peace the captors retained the Île de France and renamed it Mauritius. Bourbon, restored to France in 1815, having changed its name three times between 1789 and 1815, ended with that of Réunion. This island became in 1946 an overseas department of France.

These facts must be kept in mind to appreciate the significance of the prefatory note to the numerical repertory under review. It is signed by the Archivist of Mauritius, A. Toussaint, and the Archivist of Réunion, Y. Pérotin. In this note they announce the simultaneous publication of repertories of similar pattern, dealing with the "revolutionary and imperial archives" of Mauritius and Réunion. This plan of publication, they believe, represents a unique attempt at international cooperation in the field of archives. It stems from the fact that the records of the two sister islands in the period 1789 to 1815 closely complement one another. The Union Jack and the Tricolor stand together in this laudable enterprise.

In this repertory the records of Réunion are grouped under 18 major headings. For example, No. II, Colonial Assemblies, covers series L 5 to L 62; No. V, Foreign Relations, L 306 to L 317; No. VII, Slavery, L 326 to L 331; and No. XVIII, English Régime in Bourbon, L 476 to L 496. The repertory is provided with a brief bibliography (p. 69) and full historical notes (pp. 70-106).

Carl L. Lokke

National Archives

Great Britain. Historical Manuscripts Commission. *Bulletin of the National Register of Archives.* Nos. 5 and 6. (London, H. M. Stationery Office, 1954, 1955. Pp. 36, 52.)

The National Register of Archives is an overworked, understaffed organization housed in the Public Record Office. Following a report made in 1943 by the British Records Association, the Register was created in 1945 to survey comprehensively all types of manuscript material bearing on national and local history. In its capacity of clearinghouse of information, the Register issues bulletins to acquaint research workers with the existence and accessibility of such documents as may be of use to them. Inspections by the staff of the Register have frequently led owners of documents to place them in suitable repositories, such as the various county record offices.

The "Summaries of Selected Reports" in *Bulletin* 5 bulk rather large, since they cover more than a third of the total number of pages. For quick reference, these summaries are presented in tabular form under the following headings: County, Owner or title, Main Contents, and Remarks. The name of the owner often gives a clue to the type of documents enumerated. For example, the London Missionary Society reports its correspondence and missionaries' journals from the South Seas, Australia, South and Central Africa, Madagascar, Mauritius, India, China, the West Indies, Russia, Greece, and America, 1789-1900. This is item 41 of the selected reports, and under Remarks occurs this pertinent information: "The correspondence includes letters from Livingstone. There are some gaps owing to destruction by bombing." Besides individual owners, the following types of owners are listed in the summaries: parishes, boroughs, schools and colleges, churches, cities, hospitals, business firms, and public utilities.

Bulletin 6, Summer 1955, reports accessions to national repositories, copyright libraries, university and college libraries, county record offices, and other institutions. This list of accessions formerly appeared in the Institute of Historical Research *Bulletin.* The latter publication now lists only migrations of manuscripts, as noted in dealers' catalogs.

The variety of materials listed may be shown from one example, the accessions of the National Maritime Museum at Greenwich. Besides listings under the headings of Law and Administration, and Science (including shipbuilding) six types of records are enumerated under History. Among these are German wireless messages during the Battle of Jutland, 1916; letters of Queen Henrietta Maria to the Prince of Orange, 1643; and journals and logbooks of officers and others, 1751-1860.

The limitations and defects of such an accession record are noted in the foreword. Full reports are to be found only at the Register's headquarters in the Public Record Office; not all names of depositors are shown; topographical details are limited unless the region lies outside that where a particular deposit is made; and the scope and variety of the materials listed demands more than an alphabetical list of repositories as an index. It is possible that such a detailed index, to cover several bulletins at one time, will be published. Until then the topographical and biographical card indexes, kept also at the Register's headquarters, must be consulted. No approach to the owners of documents should be made except through the Historical Manuscripts Commission. In the case of deposited documents, however, application can be made to the proper custodian.

LIONEL W. VAN KERSEN

Los Angeles Public Library

Spain. Dirección General de Archivos y Bibliotecas. *Boletin.* Nos. 31 and 32. (Editado por el Servicio de Publicaciones del Ministerio de Educación Nacional de España. Madrid, 1955.)

Much current work done in Spain in the fields of archives and libraries is described month by month in this official bulletin. The issues under review include articles descriptive of three archival repositories in Spain; biographical sketches of two Spanish archivists of note; an outline of the fourth technical training course for archivists, librarians, and archeologists, given at Madrid; and an announcement of an advanced course in archival procedure, for those dealing with documents of great antiquity. There are also an article on "Methodology of research in libraries and archives," bibliographies of articles on archives, annotated lists of UNESCO publications and news, and reviews of publications received on exchange, including an extensive resumé of the April 1955 issue of the *American Archivist.* Although the emphasis is on archival and library work in Spain, there is much on current developments in these fields in the rest of the world. The two numbers of this bulletin are adorned with appropriate photographs, embellished with color, and set in a variety of type faces, reflecting imagination and good taste.

GASTON LITTON

University of Oklahoma

Das Staatsarchiv Marburg/Lahn, prepared under the direction of Johannes Papritz, Staatsarchivdirektor. (Marburg, Staatsarchiv, 1956. Pp. 17. Processed.)

There is a wealth of information in this publication on the Staatsarchiv located at Marburg in the Land Hesse of the Federal Republic of Germany. The data were assembled by the officials and employees of the State Archives under the direction of Johannes Papritz, Director of the State Archives and of the Archives School at Marburg, for the new volume of *Minerva.*

The publication contains not only a brief survey of the archival holdings, but also a historical sketch of the State Archives (contributed by K. Dülfer), a selected bibliography of literature pertinent to the Marburg Archives and its holdings, a description of the State Archives Building, information pertaining to the Archives School established in 1949, and the names of the local archives curators or guardians as of January 1956.

Approximately half the publication is devoted to a survey of the holdings of the State Archives. Information is grouped under the following six major headings: Documents on Parchment (Charters), Records, Records in Book Form

(*Amtsbücher*), Maps, Collections, and Library. The bibliography indicates that inventories and guides on the Marburg archives are available. Among those listed are: G. Wrede, *Übersicht über die Bestande des Staatsarchivs Marburg,* Marburg 1938 (in part superseded); Fr. Küch and W. Heinemeyer, *Das Politische Archiv L. Philipps d. Gr. Bd. I-III, Inventar der Bestände*, Leipzig 1904-10, Marburg 1954 (volume 4 in preparation); K. Dülfer, *Gesamtübersicht über die Bestände des Staatsarchivs Marburg*, Band I-III, Marburg 1950-53 (further volumes in preparation).

Archivists and historians the world over will be happy to obtain up-to-date information on the Marburg State Archives presented in this publication.

Bernice M. Deutrich

Department of the Navy

The John Franklin Shafroth Collection (1854-1922). State Historical Society of Colorado, Division of State Archives and Public Records, *Bulletin No. VI.* (Denver, 1955. Pp. ii, 16, illus., bibliog. Processed.)

This publication, prepared under the supervision of Dolores C. Renze, State Archivist of Colorado, is a guide to the papers of a former Governor of Colorado, who was also a Representative and Senator from that State. From the introduction one learns that the material was presented in 1950 by Shafroth's son and that additional papers, lent in August 1955, will eventually become part of the collection. A biography, a genealogy, and a chronology of Shafroth's life give concise and helpful information on this important figure.

The collection is divided in three main parts: correspondence, speeches, and scrapbooks. The correspondence, with noteworthy people of the day, covers the period from 1918 to Shafroth's death. The speeches — printed, manuscript, and typescript — are mainly concerned with Shafroth's four great interests: banking and currency, public lands, water power, and woman suffrage. Newspaper clippings and cartoons make up the four scrapbooks, which constitute an excellent "day-by-day study of the press and public reaction to the 'reform Governor of Colorado.'" At the end of the guide is a bibliography of references on Shafroth to be found in miscellaneous sources.

This excellent guide will prove extremely useful to anyone working with this notable collection of papers.

Eleanore Cammack

Archives of DePauw University and
Indiana Methodism

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The annual meeting of the Society will be held in Washington, D. C., on Thursday and Friday, October 11-12, 1956. Headquarters will be at the Willard Hotel. The tentative program includes sessions dealing with such matters as access to records, recent archival developments in the Union of Socialist Soviet Republics, the records management programs of Illinois and New York, and the publicizing of history and documentary sources. One session will be devoted to presentation of reports on matters of current interest, such as the International Congress on Archives and the Clark papers case. The presidential address will be delivered at the annual dinner, Thursday evening, October 11. Open house visits are scheduled for the National Archives, the Federal Records Center in Alexandria, the Manuscripts Division of the Library of Congress, and the Catholic University Archives. The Archivist of the United States will hold a reception for out-of-town members the evening of October 12.

The Council held a meeting at the National Archives on May 29. Minutes of the meeting will be published in the October issue of the *American Archivist.*

The following persons have joined the Society as of May 31, 1956:

John Flory, Eastman Kodak Co.; Emma Beatrice Haas, Alexandria, Va.; Mary E. Mahaffey, Harding Memorial Association; Thomas D. Moorman, University of Texas; Doris Milliams Pearson, Tau Phi Lambda Sorority; Yves Perotin, Archives of Reunion; McLeod Phanelson, National Archives; Edna M. Simpson, Lompoc, Cal. (U. S. Army); Sanford Irving Smith, U. S. Air Force Motion Picture Film Depository; Robert David Stevens, Library of Congress; Harold Leonard Sunderland, City of Los Angeles Records Management Office; Allen Weinberg, City of Philadelphia Archives Division; and Edward B. Wilcox, Denver, Colo.

Justin Turner of Los Angeles has become a life member, and the Snyder Collection of Western Americana of the University of Kansas City and the Archives Division of the Utah State Historical Society have become institutional members.

NATIONAL ARCHIVES AND RECORDS SERVICE

The Supreme Court of the United States has announced its intention shortly to transfer to the National Archives certain series of its important older records. A statement of the nature and extent of the materials involved will be published in the October issue.

The National Archives has completed an 18-minute color and sound 16 mm.

motion picture entitled "Your National Archives." An announcement will be published in this journal as soon as arrangements have been completed for making the film available for screening by public and private organizations on request.

The *Archivist's Code*, which was published in the October issue of the *American Archivist*, has been issued by the National Archives in handsome 2-color format suitable for framing. Copies are being distributed to State archivists and to heads of those archives and manuscript repositories that are on the National Archives mailing list. While the supply lasts, heads of such institutions that do not receive a copy in the initial distribution may request one from the Exhibits and Publications Section of the National Archives.

Between May 11 and June 19 the National Archives and Records Service held records management clinics for Federal field agency officials in key cities throughout the United States. All elements of the NARS paper work management program were reviewed and suggestions for the improvement of practices in the creation, maintenance, and retirement of records were discussed. Clinics were held at Albuquerque, N. Mex.; Columbia, S. C.; Houston, Tex.; Nashville, Tenn.; New Orleans, La.; Phoenix, Ariz.; Los Angeles, Calif.; St. Louis, Mo.; Portland, Oreg.; St. Paul, Minn.; Salt Lake City, Utah; Detroit, Mich.; Cleveland, Ohio; Richmond, Va.; Pittsburgh, Pa.; Philadelphia, Pa.; Hartford, Conn.; Providence, R. I.; and Baltimore, Md.

A new 23-page pamphlet in the series of records management handbooks entitled *Applying Records Schedules* has been issued. Copies may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., for 20 cents per copy.

Franklin G. Floete, Des Moines, Iowa, businessman, was appointed Administrator of General Services by President Eisenhower on February 8, 1956. Mr. Floete succeeds Edmund Mansure, who resigned. Mr. Floete comes to the General Services Administration, of which the National Archives and Records Service is a part, after serving more than 2 years as Assistant Secretary of Defense for Properties and Installations. His keen interest in the records management and archival activities of the Federal Government ensures continued outstanding progress in these areas with which the agency he heads is concerned.

Theodore R. Schellenberg, Director of Archival Management, was awarded a 1955 merit citation by the National Civil Service League. Dr. Schellenberg's citation reads as follows:

> Dr. Schellenberg has shown administrative as well as professional competence of a high order in carrying out complex and important records programs for many government agencies. The notable contributions which he has made to archival techniques during his Federal career have been characterized by originality, inventive imagination, and vigorous leadership.

Charles A. Sterman, formerly with the Office Methods Staff of the Navy Department, is now chief of the Current Records Branch of the National Archives and Records Service.

LIBRARY OF CONGRESS

Several additions have been made to the collection placed in the Library of Congress on long-term deposit by the Naval Historical Foundation. Included are 20 papers, 1795-1845, of Josiah Fox, a naval architect who had an important role in designing the frigates authorized by Congress in March 1794 and who was employed by the Navy until 1809; 41 letters received by Capt. Horace Bucklin Sawyer, 1813-38, who served as a midshipman on board the *Constitution*; some 45 papers of Commodore James Barron for the years 1831-49, while he was commanding officer of the Philadelphia Navy Yard; and about 650 papers of Commander Arthur Stanley Riggs, primarily concerned with his work as editor and author, and including correspondence, 1946-52.

The papers of Albert Kendrick Fisher, one of the founders of the United States Biological Survey, have been received. The collection, about 7,500 pieces, contains notes, scrapbooks, material on field trips and the fight for game laws and conservation, and correspondence with leading biologists, ornithologists, and conservationists.

The Library has received the papers of the late Samuel Whittemore Boggs, geographer of the Department of State, 1924-54, and an authority on the cataloging of maps and international boundaries. They number about 4,000 pieces.

The papers of Oscar Terry Crosby, Assistant Secretary of the Treasury under President Wilson, public utility executive, proponent of a world federation and an international police force, explorer, and author, have been received. The 1,500 items range in time from 1878 to about 1944, and include journals, articles, notes, and correspondence. The correspondence chiefly concerns Crosby's efforts in the interest of international law and order.

The Library has been given the papers of the late Mary Church Terrell, noted Negro leader, educator, author, and lecturer. The more than 14,000 pieces of correspondence, scrapbooks, newspaper clippings, articles, speeches, photographs, and miscellaneous printed material cover her career from 1897 to 1954.

Julius A. Krug has given the Library approximately 20,000 of his papers covering the years he was with the Federal Communications Commission, the Tennessee Valley Authority, and the War Production Board (1942-45), and the period he served as Secretary of the Interior (1946-49).

The Library has received additional papers of the family of Charles S. Hamlin, who was Assistant Secretary of the Treasury, 1913-14, and Governor of the Federal Reserve Board, 1914-36; and of the late Sen. George W. Norris, supplementing, for the period 1897-1912, papers already in the Library.

The *Information Bulletin* of the Library for March 19, 1956, pays tribute to Katharine Edith Brand, who for reasons of health has resigned her post as head of the Recent Manuscripts Section. Miss Brand was the privately supported custodian of the Woodrow Wilson papers from the time they came to the Library in June 1939 until April 1944, when she was appointed to the staff of the Library as specialist in contemporary American history. Since October 1950, she has been head of the Recent Manuscripts Section. She is now a member of the editorial board of the Society of American Archivists.

FOREIGN NEWS

Austria

Although the documentary holdings of the present Austrian State are not completely organized or effectively housed, they range in scope from the ninth to the twentieth centuries, and the importance of Vienna as an archival center should not be underestimated. The prospects for a central public records office and a central institute for archival research in Vienna are discussed by Arthur J. May of the University of Rochester in the July 1955 issue of the *Journal of Central European Affairs.*

Canada

The Public Archives of Canada formally opened its new Federal Records Center Building on April 3. A. M. Willms is chief of the center, W. W. Bilsland is in charge of the accessions division, and D. T. W. Shadd is head of the reference division.

The center has over four acres of floor space. In addition to offices, reading rooms, cleaning rooms, sorting rooms, and a microfilming department, it has 35 large filing rooms, the largest of which can hold the contents of 1,600 four-drawer filing cabinets. Total capacity of the building will be the contents of between 40,000 and 50,000 four-drawer cabinets.

The center offers safe, economical storage for the vast number of files that must be retained for a time, but are no longer required by departments for day-to-day use. Technically known as "dormant" files, these papers will be looked after by a reference staff that will make them available if and when they may be required.

The center also will enable the Public Archives to attack the problem of getting rid of the great accumulation of "dead" records that is stored away in offices, attics, and basements all over Ottawa. This accumulation contains some material of permanent value that must be retained, but experience suggests that as much as 80 percent of the Government's "dead" files can be eliminated.

France

Charles Braibant, Director of the Archives of France and Honorary President of the International Council on Archives, has announced that the sixth international course on archival techniques will begin in early January 1957. The course has been shortened from 5 to 3 months for the better accommodation of foreign archivists and students. The Archives Nationales has printed a 10-page brochure, *Stage Technique International D'Archives*, descriptive of the curriculum. Inquiries should be addressed to Albert Mirot or Robert-Henri Bautier, Archives Nationales, rue des Francs-Bourgeois, 60, Paris 3^{e}, France.

Great Britain

A bibliography of the writings of Sir Hilary Jenkinson, compiled by Roger Ellis and William Kellaway, is a leading feature of the Michaelmas 1955 issue of *Archives*, the semiannual periodical of the British Records Association. Offprints, while in stock, can be had for a shilling each from Mr. Ellis at the Public Record Office, Chancery Lane, London, W. C. 2.

Other features of this issue of *Archives* are H. S. Cobb's "The Archives of the Church Missionary Society"; H. M. Colvin's "Architectural History and Its Records"; A. E. J. Hollaender's "Guildhall Library"; and Joan C. Lancaster's listing of record society publications exhibited in 1954 and 1955 during the Anglo-American Conference of Historians at the Institute of Historical Research. The attitude the magazine will take toward the new *Journal of the Society of Archivists* is now officially stated: "*Archives* looks forward to many years of competitive co-operation."

L. B. Wilkinson's "Notes on the Coronation Records of the Fourteenth Century" appears in the October 1955 issue of the *English Historical Review.*

The Friends of the National Libraries promotes the acquisition of notable books and manuscripts by the British Museum, the National Library of Scotland, and the National Library of Wales. Many other collections, such as those at university and local level, get incidental aid in the best national sense. The society prides itself on having shared in the acquisition of such material as the Codex Sinaiticus, the Paston letters, the Earnock collection, the Bohun Psalter, the Sherborne Cartulary, and the Carisbrooke letters of Charles I. The organization is now seeking additional memberships at a minimum subscription of a guinea a year. Inquiries may be addressed to the Hon. Secretary, Friends of the National Libraries, British Museum, London, W. C. 1.

India

One of the major activities of the National Archives of India during the final quarter of 1955 was the compilation of information on "archival assets" and on organizational changes in the administrative departments of the Government of India. A *Handbook of Indian Archival Repositories* and a *Guide to Materials of Indian History Abroad* are in preparation.

V. G. Dighe, historical archivist of the Government of Bombay and a recent visitor at the National Archives in Washington, is studying historical research methods at Harvard University on a Rockefeller grant.

Italy

In November 1955 UNESCO's executive board chose Rome as the site for a proposed International Center for the Study of the Preservation and Restoration of Cultural Property.

The system of Italian State Archives is analyzed in the January 1956 issue of *Italian Affairs*, a magazine disseminated in English by the Documentation Center of the Presidency of the Council of Ministers of the Italian Republic. In addition to a central archives at Rome, 9 regional headquarters are situated at Turin, Genoa, Milan, Venice, Bologna, Florence, Rome, Naples, and Palermo. In 61 provincial capitals, archival institutions hold sections of the State Archives. Subsections are established or may be established in any communes "which have had an illustrious history and which now are preserving valuable documentary material." By an act of 1950, documents up to the year 1900 are open to the public.

The Central State Archives (the Italian National Archives proper) will soon occupy one of the buildings in the architectural grouping which embraces the Palazzo dei Congressi, where the Tenth International Congress of Historical Sciences met last September. About 25 minutes by bus from the center of Rome, the site was originally laid out during the Mussolini regime for a projected world's fair that was not held because of World War II.

Spain

At the invitation of the Department of State, Francisco Sintes Obrador, Director General of the Spanish National Archives and Libraries, recently completed an extensive tour of American libraries, archives, and museums.

Students of Hispanic American history who plan to use the resources of the internationally known repositories at Seville, Madrid, and Simancas, should read "An Introduction to Bibliographical Tools in Spanish Archives and Manuscript Collections Relating to Hispanic America," by E. J. Burrus in the November 1955 issue of the *Hispanic American Historical Review.*

Union of Socialist Soviet Republics

A United Press despatch from Moscow, dated March 28, relayed a report from Soviet news sources that speakers at a conference at Tashkend had stated that lack of access to archive material "accounted for mistakes in the working out of important problems in the history of the peoples of Central Asia." The archivists of five central Asian soviet republics were said to be studying plans for opening their holdings to researchers and historians. Such a relaxation, if attained, may not apply to foreigners.

Venezuela

The discovery of interesting documents relating to the Republic of Venezuela has been related recently in the press of that country. Most notable was the locating of the signed copy of the first constitution entitled "Federal Constitution of the State of Venezuela," which was approved on December 21, 1811. It was among the papers of the Academy of History and will be placed on exhibition in the National Capitol. Another find was an original signed letter of Simon Bolivar, which did not come to the attention of the late Vicente Lecuna, the great Bolivarian scholar. It is a short note to Sr. Pompa, which is in the collections of Rafael Larco Herrera, an ex-president of Peru and a noted philanthropist and historian.

Announcement has been made of two important publications. One is an index of the documents in the archives of the liberator, Bolivar, of Marshall Sucre, and of José Rafael Revenga. This work is under the direction of Angel Gresanti, who has noted that the collection comprises 243 volumes, rather than 241 as appeared in an earlier publication. The second forthcoming publication is a collection of documents relating to Venezuela, copies of which were secured from the National Archives of Colombia by Horacio Gardenas Becerra. Included are royal cedulas, royal orders, and other important documents relating to the colonial period of Venezuela. These volumes will be published by the Faculty of Humanities and Education of the Central University of Venezuela.

The data for this note was supplied by Miss Muna Lee of the Department of State.

DELAWARE

The Public Archives Commission on May 2, 1956, officially opened the John Dickinson Mansion, a historic shrine, on Kitts Hummock Road near Dover.

Mrs. Louise F. Farr of California has given the commission several Delaware-related manuscripts, 1745-1857, and the D. A. R. chapter at Lewes has given a microfilm of the diaries of Mrs. Lida B. Houston, Oct. 1863-Apr. 1864, and Nov. 1873-Sept. 1875.

DISTRICT OF COLUMBIA

The Columbia Historical Society's books and collected materials, under the curatorship of Meredith B. Colket, Jr., have increased to about 200 cubic feet. These may soon be housed in the Heurich Mansion on New Hampshire Ave. near Dupont Circle, willed to the Society as a headquarters by the late Mrs. Christian Heurich. U. S. Grant, III, president of the Society, indicates that early occupancy depends on the passage of a bill now before Congress by which the D. C. government would forego the $3,000 annual tax on the premises.

The March 20 meeting of the Columbia Historical Society was held at the Catholic University of America, where Archivist Henry J. Browne, secretary of the Society of American Archivists, made a report on the materials relating to the history of the District of Columbia to be found in the university's archival and manuscript holdings.

Individuals who live near Washington or who go there to carry on research will find useful the fifth edition of *Library and Reference Facilities in the Area of the District of Columbia.* Compiled jointly by the District of Columbia Library Association, the Washington chapter of the Special Libraries Association, and the Library of Congress, the new directory describes some 249 library and manuscript collections. It can be bought from the Card Division of the Library of Congress for $1.35.

FLORIDA

Elizabeth C. Baldwin has become executive secretary of the Florida Historical Society to succeed Merlin G. Cox, who has resigned to teach at the University of Florida. Rembert W. Patrick, professor of history at the University of Florida, has succeeded Julien C. Yonge as editor of the *Florida Historical Quarterly.* Mr. Yonge was editor from 1924 to the autumn of 1955.

ILLINOIS

The services of the Cromwell Library of the American Bar Association at 1155 East 60th St., Chicago 37, are available to State and local bar associations and to members of the American Bar Association. The facilities include a photocopying service for legal material and a clearinghouse service that provides information on unpublished legal theses or dissertations and on unpublished results of continuing legal research projects.

Harry E. Pratt, authority on Abraham Lincoln and State historian of Illinois since 1951, died in Springfield last February. As State historian he served as secretary to the Illinois State Records Commission, which controls the disposal of Illinois records. He had been a member of the technical advisory board that recommended the employment of the National Records Management Council to perform the survey described by Margaret C. Norton in the January issue of this magazine. From 1936 to 1943 Dr. Pratt served as executive secretary of the Abraham Lincoln Association. His widow, Marian Bonzi Pratt, the last executive secretary of that association and one of the coeditors of its monumental *Works and Writings of Abraham Lincoln*, has been appointed acting State historian.

INDIANA

Irene M. Strieby, who has headed the Eli Lilly and Co. Library since 1934, has been given the responsibility for establishing the Lilly archives and for coordinating information services of the company. Mrs. Strieby, a member of the Society of American Archivists, will be succeeded in the library by Louise C. Lage.

MARYLAND

Although a file of letters from authors and some related documents will go to the New York Public Library, the bulk of the late H. L. Mencken's papers and collected materials will remain in Maryland, housed in a special H. L. Mencken room in the Enoch Pratt Free Library in Baltimore.

Mrs. William Hugh Harris has presented to the Maryland Historical Society a large collection of letters, newspaper clippings, and miscellany of her father, the late Edwin Warfield, Governor of Maryland, 1904-8, and president of the Maryland Historical Society, 1913-20. The society announces that the repair of its manuscripts is proceeding steadily, thanks to the good will of patriotic societies. Several years ago the National Society, Daughters of Founders and Patriots, voted $5,000 toward the cost of the restoration work, now nearly complete, on the Calvert papers. The Maryland Society, the Daughters of Founders and Patriots, and the Maryland Chapter, Daughters of Colonial Wars, are currently contributing funds to advance the Maryland Historical Society's preservation program.

MASSACHUSETTS

"We looted the State House of $23,000." That is the language used by two enterprising reporters in a *Boston Traveler* story of April 11 telling how poorly the present quarters of the Massachusetts State Archives are adapted to the protection of the Commonwealth's records.

A prized collection of manuscript poems, letters, and notes of Emily Dickinson has just been given to Amherst College by Millicent Todd Bingham, the daughter of Mabel Loomis Todd, the original editor and publisher of Emily Dickinson's poetry.

The Massachusetts Historical Society has published part 2 of the microfilm of the Adams papers.

MICHIGAN

Persons "capable of producing satisfactory manuscripts in broad fields in the history of education in Michigan" may apply up to March 1, 1957, for the John M. Munson fellowships, ranging from $500 to $2,500, sponsored by the Michigan Historical Commission. Accepted manuscripts will be published by the commission in its series of volumes on Michigan education. Supplemental to the fellowships, variable grants in aid will be given to help defray the expenses of research and writing. Application blanks and full information may be had from Lewis Beeson, Executive Secretary, Michigan Historical Commission, Lewis Cass Bldg., Lansing 13.

MINNESOTA

Lucile Kane, curator of manuscripts at the Minnesota Historical Society, is author of "A Guide for Collectors of Manuscripts" in the January 1956 issue of *History News*, published by the American Association for State and Local History.

A unique survey of Minnesota's governmental operations is under way. A self-help plan has been devised calling initially for utilizing 33 task forces, one for each area or agency being surveyed. In studying use of personnel, salaries, operating procedures, morale, long-term needs, and legislative implications, each of the task forces, such as that for the State Historical Society, is made up of five members: (1) a chairman, who is the State Department of Administration's budget examiner who normally deals with the area or agency; (2) the administrator who normally heads the area or agency; (3) an experienced employee named by the rank-and-file area or agency employees; (4) a technician borrowed from a State area or agency other than the one under survey; and (5) a member of the State legislature. The basic task-force reports will be subjected to cross-departmental analysis by function, and the whole program is to be completed within about the current fiscal year, at little if any added cost to the taxpayer.

MISSOURI

August R. Suelflow, director of Concordia Historical Institute, the official records agency and archives of the Lutheran Church, Missouri Synod, announces that Carl S. Meyer has succeeded George Dolak as secretary to the

Board of Governors and has replaced Arthur C. Repp as editor of the *Concordia Historical Institute Quarterly*.

During the last calendar year the Knights of Columbus Vatican Film Library at Saint Louis University acquired microfilms of the Barberini, Borghese, Borgia, Chigi, Palatine, Regina, and Urbino collections of the Vatican Library and of the contents of the Archivio di San Pietro, a recent annex to the Vatican Library. The film library staff has prepared a 7-page mimeographed statement suggestive of the research potential in the 664,000 feet of film now available at the St. Louis depository.

NEBRASKA

Donald F. Danker, Archivist of the Nebraska State Historical Society, has announced that the society has received a collection of the papers of the late Samuel R. McKelvie, Governor of Nebraska, 1918-22, and member of the Federal Farm Board in President Hoover's administration.

At the luncheon session of the 77th annual meeting of the Nebraska State Historical Society at Lincoln, Oct. 1, 1955, Clifford L. Lord, director of the Wisconsin State Historical Society, praised the work of local historical societies in general. His paper, "Clio's Cadres," is printed in the December 1955 issue of *Nebraska History*, an issue that carries also director James C. Olson's interesting report on "The Nebraska State Historical Society in 1955."

NEW YORK

To foster improved records administration and techniques, a new organization has been formed known as the Association of Records Executives and Administrators. Officers and committee chairmen of the association are:

president, A. A. Deter, Linde Air Products Co.; vice-president, Charles H. Wissman, Socony Mobil Oil Co.; secretary, Robert W. Humphrey, New York Stock Exchange; treasurer, Vincent J. Santo, Port of New York Authority; programs, Elizabeth G. Lee, Standard Oil Co. of New Jersey; membership, W. B. Warren, Port of New York Authority; and public relations, Maxwell S. McKnight, Standard-Vacuum Oil Co.

All communications should be addressed to the secretary at 11 Wall Street, New York, N. Y.

After several years of research and testing, the National Records Management Council has developed what it calls Integrated Paperwork Control, a system that "integrates all processes connected with the life span of business records from beginning to end." A pamphlet explaining IPC can be had upon request to the Council, 555 Fifth Ave., New York 17, N. Y. For the eighth consecutive year, the Council is providing an opportunity for students enrolled in graduate schools and college and university faculty members to compete for fellowships for study and research in records management and archives administration. Successful applicants for three fellowships will serve for a 3-month period beginning July 1, 1956. The stipend is $1,000 each.

Our last issue mentioned the election of Mona Sheppard as a vice president of Leahy and Co. The March 1956 issue of *Coronet* carried Peter Wyder's article about her, "She Hates Gobbledygook."

Practicing archivists who may have had trouble in locating a particular document will understand the predicament of the staff of the Chase Manhattan Bank of New York City. An Associated Press dispatch of March 22 reported that, although 18 insurance companies acting as surety had covered the loss of a million-dollar United States Treasury note owned by the bank but missing since March 6, "a search through many millions of sheets of paper will continue until the note — which is theoretically negotiable — is found."

By a legislative enactment of last year, the State Judicial Council in New York has been superseded by a Judicial Conference. Intended to cut court delays, the conference recommends on organization, jurisdiction, procedures, statistics, and other matters of court administration. Chief Judge Albert Conway is the present chairman.

In February Governor Harriman vetoed a bill that would have permitted business organizations to destroy certain records after 3 years (unless otherwise required by law to be kept) provided microfilm copies were retained. The Governor felt that, "Legal sanction for doing away with records that are three years old could have unfortunate results. Nor would the substitution of reproductions . . . serve any good purpose unless the originals are required to be preserved for a substantial time."

After over 13 years as curator of the New York State Historical Association and its Farmers' Museum at Cooperstown, Janet R. McFarlane has resigned to become director of the Albany Institute of History and Art. She will, however, be one of the several guest authorities at Cooperstown during the annual seminars on American culture, sponsored by the association this year, July 1-7 and July 8-14.

NORTH CAROLINA

The North Carolina Department of Archives and History has purchased from the Moore County Historical Association, Inc., the Alston House (also known as the House in the Horseshoe) in Moore County. The county association will restore and operate the house as a historic site under the general supervision of the department's historic sites division.

OHIO

James H. Rodabaugh of the Ohio Historical Society, Columbus 10, is editor of a new *Directory of Historical Societies in the United States and Canada* recently released by the American Association for State and Local History. The last previous edition came out in 1944.

PENNSYLVANIA

The *Philadelphia Daily News* for Mar. 2 and the *Philadelphia Inquirer* for Mar. 4, 1956, published photographs of City Archivist Charles E. Hughes, Jr., in connection with the rediscovery of the original title documents proving the city's ownership of Independence Square. Material that had been lost sight of for two decades, "some 150 deeds, patents, and title papers extending back to 1720," was found safely reposing in three insignificant-looking containers at the city's record center, 1801 Vine St.

TEXAS

Actress Mary Bell, a member of the Whitis family, has given a collection of Whitis papers to the Austin Public Library. They include a transfer of property to Mirabeau B. Lamar, daily records of Austin's weather, 1858-80, and records of the Whitis School, 1899-1921.

VERMONT

Mary Greene Nye died on Feb. 21, 1956, at the age of 84. In her active years she had edited three volumes of State papers in the office of the Secretary of State of Vermont. She attended the meeting of the Society of American Archivists in Colorado in 1947. In her retired years she had published an *Early History of Berlin, Vermont*, her home neighborhood.

VIRGINIA

The George C. Marshall Research Foundation has received $150,000 from John D. Rockefeller, Jr., to assist the work of the foundation in compiling and publishing General Marshall's public and private papers. The State of Virginia has donated a 2-acre site at Lexington for the foundation's library and museum; and President Eisenhower has endorsed the foundation's objectives.

A trunkful of deeds, correspondence, and documents apparently accumulated by a member of the George family of Virginia was found recently in a closet in the Richmond city hall. Although one of the deeds was signed in 1685 and at least two of the land patents date from 1729, most of the documents relate to the Civil War period. The material will probably be transferred to the Archives Division of the Virginia State Library.

The manuscripts division of the University of Virginia Library has acquired the astronomical notes and data, 1920-48, of the university's Leander McCormick Observatory. Other acquisitions include 1,500 letters of William Pitt Fessenden and additional manuscripts of John Esten Cooke's writings.

The Alexandria Association, a nonprofit organization founded in 1952 and devoted to the preservation of Alexandria's historic buildings, records, and antiquities, arranged an exhibition, "Our Town — 1749-1865," that was open daily at Gadsby's Tavern from April 12 to May 12.

The maturing of the major restoration activities undertaken by Colonial Williamsburg, Inc., has enabled the board of trustees to encourage the staff to devote more emphasis to the lives and interests of people who lived in the Williamsburg locality. A bulletin issued in April by Edward M. Riley, director of research, indicates that the Research Department now employs nine resident historians, each working on various special projects, but increasingly in demand by the public as consultants in problems of historical authenticity. Manuscripts are not now being bought for Colonial Williamsburg archives unless they directly relate to Williamsburg, but added reliance is being placed on the microfilming of valuable manuscripts elsewhere in order to assemble a wider selection of research materials at Williamsburg.

WASHINGTON

William B. Greeley of Seattle is chairman of the Pacific Northwest Committee on Forest History, a regional committee that is cooperating with the American History Foundation in encouraging the collecting of appropriate materials for the writing of forest history.

WEST VIRGINIA

During the legislative session of 1955 the executive committee of the West Virginia Historical Society persuaded the legislature to create a centennial commission to plan an appropriate celebration of the State's hundredth year. The committee was also active in drawing attention to the need for a building at Charleston to house the State Museum and the State Department of Archives and History, which now occupy rooms in the capitol. At its annual meeting at Buckhannon last fall, the society resolved to continue pressing for a museum-archives building and to urge the legislature to provide enlarged facilities for the historical materials in the West Virginia University Library at Morgantown.

WYOMING

Wyoming law requires all negative prints made by the State microfilm department to be stored in the State Archives. To facilitate the making of facsimile prints from the film, an enlarger has been installed in the Archives. Dorothy K. Taylor, microfilm administrator, announces that all the books used for recording articles of incorporation and trade marks, 1873-1954, are being microfilmed. The first 14 handwritten, permanently bound volumes were accessioned by the Archives after filming.

TECHNICAL DEVELOPMENTS

The custodian of audiovisual or special collections of any kind will find in the October 1955 issue of *Library Trends* a grouping of nine informative articles about techniques in the care, preservation, and use of such nonbook materials as maps, manuscripts, newspapers, prints, pictures, photographs, musical scores and recordings, films, microfilms, and other facsimile publications. In his introduction to the issue, the editor says that the growing appreciation of archival and records management techniques on the part of librarians has been "substantially enhanced by the summer training institutes on archives and manuscripts collections conducted by Ernst Posner in Washington."

In 1954 a study by a joint committee of the American Bankers Association, the Association of Reserve City Bankers, and the Federal Reserve System, reported that on an average banking day in 1952 some 29,000,000 checks were written. If the rate of growth in the number of accounts and in the use of checks were sustained, it was estimated that 14 billion checks would be written in 1960 and 22 billion in 1970. For the past 2 years the American Bankers Association's technical subcommittee on mechanization of check handling has been studying the picture. Lack of dimensional uniformity in the shape of checks is only one of the problems. The technical subcommittee's chairman, John A. Kley, vice-president of the County Trust Co. of White Plains, has nevertheless come up with a progress report in the February 1956 issue of *Banking.* Mr. Kley predicts that "while a time table cannot be specifically pinpointed, it is quite safe to say that mechanical check processing will be a reality in the near future."

The Dearborn Glass Co. of Bedford Park, Ill., is offering a patented glass product called "Tru-Site." The glass is said to prevent light reflection and to permit clear visibility from any angle. Such non-reflecting glass may have utility for exhibits and displays, as well as for ordinary picture framing. The product is said to be marketed through local glass dealers and picture framers.

Hunter Photo Copyist, Inc., of 595 Spencer St., Syracuse, N. Y., is offering a compact flat-bed copying machine. The device has a floating lid with 1-1/2″ clearance between lid and platen, which permits insertion of the material to be copied. One model, used with a separate processing unit, is said to be capable of reproducing a document in about one minute.

Another manufacturer, Cormac Industries, Inc., 80 Fifth Ave., New York City, is selling a single unit portable photocopier known as the Cormac Scout. Weighing only 19 pounds, this device has overall dimensions of 9-1/2″ x 9-1/2″ x 22″ and sells for $249.

The Microcard Foundation, Box 2145, Madison 5, Wis., can furnish for $25 a pocket size microcard reader, weighing only 7 ounces. The unit is equipped with an adjustable lens and can be operated on either 110-volt current or on battery power.

LATE NEWS

Wayne C. Grover, Archivist of the United States, was awarded an honorary Doctor of Laws Degree at Brown University's 188th commencement on June 4. In conferring the degree upon Dr. Grover, President Barnaby C. Keeney, officiating at his first commencement as Brown's president, said:

> As Archivist of the United States you have served since 1935 in the Archives, which a member of our faculty had a hand in establishing. You have devoted your great energies and talents modestly and quietly, first to organizing the Archives and, second — and just as important — to making them available conveniently to scholars and others who have need for their contents. In honoring you we honor the patient and devoted labors of all librarians and archivists on whom learned faculties depend.

Cataloging Rules in the Departmental Records Branch

By KEN MUNDEN [1]

Departmental Records Branch
The Adjutant General's Office

THE appearance of Sherrod East's paper on "Describable Item Cataloging" in 1953 brought to the attention of the archival profession a new, specialized technique of records control in an archival depository.[2] Although as late as 3 years ago this system of cataloging was still suffering the growing pains normal to any adolescent, it nevertheless had by 1953 passed the experimental stage of its development and had become properly "set in its ways." There remained, however, the compelling necessity of codifying the rules observed by the catalogers in the practical aspects of their work That we could never have gone beyond the first of the existing thousands of catalog entries without rules of a sort is obvious; but uncodified rules — because they so often remain unrecorded — have a way of becoming more frequently forgotten than remembered; and because they are largely invisible they cannot — as should every rule, good or bad — be subjected to any interpretive process in determining their applicability or inapplicability to a problem of cataloging as it is encountered.

My purpose in this paper is to show how the catalog of the Departmental Records Branch, through its recently codified rules,[3] has come of age. On the basis of these rules I intend to discuss (1) the chief considerations that motivated us to formalize them; (2) the units of descriptive entry; (3) our standards for discretionary cataloging; (4) the organization and arrangement of the catalog; and, finally, (5) the format and content of the catalog card. The rules themselves are organized under the following main paragraph headings:

---

[1] The author is assistant chief of the Departmental Records Branch. His paper is a revision of a lecture delivered before the First Institute on the Preservation and Administration of Archives: Advanced, in the conference room of the Departmental Records Branch, The Adjutant General's Office, at Alexandria, Virginia, on July 12, 1955. (The institute, conducted by Ernst Posner, was organized by the American University in cooperation with the National Archives and Records Service and the Maryland Hall of Records.) This presentation supplemented an introduction to "describable item" cataloging, by Sherrod East, Chief of the Departmental Records Branch, and was followed by a summary, by Dr. Posner, of the unique significance to the archival profession of the DRB cataloging "experiment."

[2] *American Archivist,* 16:291-304 (Oct. 1953).

[3] Departmental Records Branch, "Standing Operating Procedures," Section 8, "Rules for Subject Cataloging" (Washington, 1956); cited hereafter as "Rules." When presented in 1955, this paper was based on the first edition of the "Rules," issued in that year. All references have now been altered to refer to the cited 1956 version.

8.01 Principles of Subject Cataloging
8.02 Units of Descriptive Entry
8.03 Mandatory Cataloging of Particular Categories of "Describable Items"
8.04 Discretionary Cataloging
8.05 Catalog Organization and Arrangement
8.06 Subject Headings
8.07 Format and Content of Catalog Cards
8.08 Cataloging of "Permanent Servicing Requests"
8.09 Disseminating Cards
8.10 Withdrawal or Revision of Entries
8.11 Separate Maintenance of World War II "Period" Catalog
8.12 Catalog Maintenance

Formalization of Rules

With respect to my first topic, the necessity for formalizing our rules: the Special Reference Section, which administers our catalog so well, is surely among the groups to benefit least from the systematic presentation of "rules" by which it has so long been guided. The need of two other, larger groups for cataloging "insight" has been more insistent. These are, on the one hand, our archival staff, upon which we depend for reliable drafts of catalog entries when mandatory cataloging is involved or for the "spotting" of other significant "describable items" at random as they are encountered; and, on the other hand, the users of the catalog, whether members of the depository staff or official or other authorized "customers" of the reference service that the depository provides to all comers.

Our conception of the form these rules should take and of the points they should cover took into account both the similarities and the differences between our technique and that of librarians. As those who are familiar with library practices should agree, both the best librarians and the best users of libraries meet on the common ground of understanding and acceptance of the rules by which they are equally guided. For example, the user of a library is within his rights if he expects to find, in the library's catalog, entries for all the books that the library has accessioned and shelved, and he may well complain to the management if he does not find them. In this depository, since we declare boldly that we have adapted the librarian's technique to the archivist's purpose, the gravity of our responsibility for laying down rules under which we could achieve for archives what the librarian has long since achieved for library materials has weighed heavily upon us.

In particular we have wished to establish criteria for the selection of items to be cataloged, beyond, of course, those items (such as accessioned series) the cataloging of which is required; for we were — and we are — very much concerned lest the catalog reflect a few series or record groups in comparative detail while reflecting not at all or disproportionately some other portions of our holdings. This concern was shared by those of our friends in the American archival profession who had watched (if occasionally with a suspicious eye) the growth of our idea. For example, when Solon J. Buck read Mr. East's paper in the *American Archivist* he took occasion to write Mr. East as follows:

> . . . I take it that by "describable" you mean not only capable of description but worthy of description. Although some people have assumed, because of the emphasis I have laid on overall description of archival material, that I was opposed to more detailed treatment, such has not been the case. What I objected to was detailed treatment of all the items in a few groups and the relegation of everything else to a backlog. I take it from your article that you are not doing and do not propose to do anything of this sort.

I think that Mr. East cannot object to my documenting my remarks from his private files to the extent of mentioning that I find in his "Buck" folder the carbon of an assurance, duly dispatched to the former Archivist of the United States, that his "assumptions about the describable item being one worthy of description on a selective basis is correct in so far as the cataloging of items below the series level is concerned." We thus arrive at the fork of the road and part company with the librarian, whose main unit of catalog entry — the book — is particular enough to suit him and all users of his catalog. The archivist must recognize his inability to compete with the librarian in cataloging adequacy so long as he confines his entries to those descriptive of the archival main unit of entry, the series; for records description "becomes particular [only] when it passes below the series level to the detailed list." [4]

UNITS OF DESCRIPTIVE ENTRY

Thus, it can be seen that before we could attempt a codification of rules we had to be sure of our units of descriptive entry. Less-than-series "describable items" present an almost endless variety of form and type, meriting cataloging not only because of their inner qualities but often because they hang together on that elastic thread of the series, so obvious to the archivist but sometimes invisible to all others. Interestingly enough, since every type of material to be found in a library (whether pamphlets, maps or atlases, brochures, broadsides, or just books) can be found in an archival series, we find ourselves treating what would be the librarian's main units of entry as essentially "analyticals" of the series, the archival main unit of entry. Before we could lay down for the depository operating staff a yardstick against which the "worth" of an item could be measured, we found it necessary to state precisely our "units of descriptive entry," as series, individual documents, and dossiers.[5] Our units of catalog entry are thus reduced to simple, understandable dimensions, if we admit that the unit we refer to as a series is intended to embrace also those units known as subseries. Beyond the series we find the individual document (or the single piece) and the dossier. Each catalog entry that is not in itself descriptive of a series relates the document or dossier cataloged to the series of which it is a part. For example, a catalog entry describing an individual document, a personal letter from General Eisenhower to the Military Governor of Paris, reveals that the document is to be found in the series of records kept by the Secretary of the General Staff of SHAEF (Supreme Headquarters Allied Expeditionary Force) a fact of the utmost significance to the user of the catalog who is concerned about the reliability of both the entry and the item to which it points. In another example the "Rules" illustrate the importance of establishing series relationship by showing how an especially important but "unsigned" statement of policy is properly cataloged only when identified as follows:

---

[4] National Archives, "The Preparation of Detailed Lists of Records" (*Staff Information Papers*, No. 17, Feb. 1951), p. 1.

> *In* records of the Office, Chief of Staff, Civil Affairs Division (RG 122), general correspondence files, under CAD 014 (9-22-42) (1).

Discretionary Cataloging

Of our three units of descriptive entry — the series, the individual document, and the dossier — we require the cataloging of the series only. By this rule we ensure that all records in custody (except temporary records earmarked for disposal or other disposition) are represented in the catalog. Under ideal conditions — those under which documents are filed perfectly in perfectly conceived file schemes in their active stage, and are distinguished and perfectly described by series in their archival stage — we should need go no further in providing entries for other "describable items," since each series in archival custody would contain exactly the expected documents, no more and no less, in exactly the intended arrangement; and each would have been described in the catalog for exactly what it is, no more and no less.

---

[5] "Rules," par. 8.02. See also National Archives, "Detailed Lists of Records," p. 2-3.

But the frailties of file creators and archivists alike are responsible for far-from-ideal conditions, with the result that the emphasis on "overall description of archival material," in Dr. Buck's words, gives way to the desirability of "more detailed treatment"; and even the National Archives, as has been noted, has developed rules for the detailed listing of records below the series level. In our depository we get this greater detail, within the general objective of "describable item" cataloging, by the *discretionary* cataloging of selected items. Nevertheless, in order that the catalog may reflect as evenly as possible the heterogeneous collections in custody, no record group is combed for such items, except in the most extraordinary circumstances. Instead, the suitability of the item for cataloging is determined by answering questions such as these:[6]

(1) Is another copy of the item already covered by a catalog entry? If so, would any useful purpose be served by inserting an additional entry to identify another (perhaps a better) copy filed in another record group?

(2) Is the nature of the series of which the "describable item" is a part such as to render unnecessary the cataloging of its components? In other words, is the existence of the item apparent from the series entry already in the catalog? (For example, the finding of an important item concerning "jungle warfare" in a series intended to pertain to "mountain warfare" would suggest the desirability of cataloging that item so as to bring it under reference control.)

(3) Could the item be located readily through other finding aids, whether created by the agency of origin or prepared in the depository? (For example, would any useful purpose be served by introducing into the catalog an entry pertaining to a particular paper on "special operations" that is mentioned already in the depository's *Guide to Psychological Warfare Records*?)

(4) When the introduction of an appreciable number of entries is being considered, is there a pressing need, from the point of view of the reference service, for introduction of the proposed entries?

(5) Does the item possess substantive significance?

With respect to the substantive reasons for regarding a less-than-series item as "worth" cataloging, we have named four kinds of records that meet our standards, as follows:[7]

---

[6] "Rules," par. 8.04a. See also National Archives, "Detailed Lists of Records," p. 6.

[7] "Rules," par. 8.04b. See also the categories of significant items "suggestive of a possible standard" in National Archives, "Detailed Lists of Records," p. 8.

(1) Documents containing decisions or instructions made or imparted at high levels (international, national, departmental, or bureau levels).

(2) Documents directing, explaining, or requiring the observance of particular procedures that in themselves are more than casually significant. These may take the form of manuals, handbooks, staff studies or other special reports, classification schemes (for example, those pertaining to program management, filing, and other administrative activities), and serial directives.

(3) Summarizing documents, such as annual and periodical reports, conference minutes, histories and historical monographs, and statistical compilations, when the subjects or events summarized are in themselves significant.

(4) Documents originating with, or concerning, persons of renown.

Before leaving the absorbing topic of discretionary cataloging, I should mention the kinds of items we reject from cataloging consideration. These are items constituting parts of a series projected for transfer to the National Archives or other depository within 2 years; items constituting parts of a series the whole of which is being recommended for disposal within 2 years; and items dated prior to September 1, 1939, unless they bear materially on events, programs, or policies of the World War II or postwar periods.[8] Furthermore, the depository recognizes the importance of emphasizing the cataloging of documents pertaining to the postwar period in its present cataloging work.[9] Obviously, our 8-year experience in cataloging has until recently been concerned with World War II records, but as we begin to plan the retirement to the National Archives of such of those records as are of permanent value we must anticipate the day when our holdings will consist entirely or largely of postwar records.

Catalog Organization and Arrangement

The DRB subject catalog is a dictionary catalog in which all of the several types of entries are arranged in one general alphabet.[10] The three types of guides employed to indicate the main catalog divisions are known as alphabetic, agency, and functional guides. The tabbed or visible portions of these guides occupy respectively the left, center, and right positions in the card trays, and are also differentiated by contrasting colors. The identical sets of the catalog that have been deposited at strategic points in the Pentagon are similarly organized; and the separate catalogs maintained by the various records sections of the depository — catalogs of their holdings only — are similarly organized but with less complexity because of their smaller size.

---

[8] "Rules," par. 8.04c.

[9] "Rules," par. 8.04d.

[10] See East, in *American Archivist*, 16:291-304. The present discussion of the catalog's organization and arrangement reflects developments since the publication of that paper. The members of the DRB staff, past and present, who have made significant contributions to these and previous developments include, but are not limited to, Thomas Blades, Helene Bowen, Philip Brower, Martin Claussen, Ann Davis, Betty DeMonde, Della Hunt, Janet Martin, Barbara Melton, Seymour Pomrenze, Sarah Powell, and Mary Swann, besides Mr. East and the author of this paper. Mrs. Powell recalls that she "filed the first card"; she is chief cataloger at present.

Each "agency" guide is presented in the style of a "history card," narrating concisely the facts of the agency's establishment, functioning, organization, reorganization, and dissolution if terminated. Each such card is based on the corresponding DRB record-group summary, and may refer to that summary for further details.[11] As a special variety of "agency guides" we provide a number of "type agency" guides, behind which are filed, as appropriate, entries pertaining to military units, installations, or other agencies. In this manner are brought together all entries pertaining to given "type agencies," which range in the general alphabet from "armies" to "wings."[12]

Finally, the general catalog organization provides for three types of "helpful" entries: (1) "filed" references, which may be references from terms not used as subject headings to the headings chosen in lieu of them; (2) "see also" references, to guide a user of the catalog to another heading under which he may expect to find related material; and (3) "informational" entries, occasionally introduced to account for records not in custody when one would normally expect to find them in the depository or when they may otherwise be of intimate current interest to the depository staff or the Department of Defense.[13]

From this discussion of "guides" we can perceive the foundation upon which the catalog entries themselves so firmly rest. Each entry is itself filed under at least two major categories of subject headings or "cross-references": (1) under one or more "agency" headings or "author" headings, depending on how many major commands or other agencies are represented in a given item described; and (2) under one or more "functional" headings, depending on how many major functions are represented. In addition, a given entry is occasionally filed under (3) one or more special headings, such as a code word, a title (of a document), a personal name, or a geographical name, depending on whether the item has any special peculiarities that are worth cross-referencing. The particular rules governing the use of each of these three categories of subject headings have been stated in great detail.[14]

---

[11] "Rules," 6-9.

[12] "Rules," 11. Thirty-two "type agency" guides are provided.

[13] "Rules," 12-17.

"Functional" headings are intended to provide for the filing of each catalog entry under at least one function to which the "describable item" relates. The "Rules" organize these headings topically into 13 major groups, as follows:[15]

A	Administrative and Management Services
B	Budget, Fiscal, and Contractual Services
C	Combat Operations
CA	Civil Affairs in Occupied or Liberated Areas
F	Facilities
I	International Affairs
M	Matériel
O	Operational and Logistical Services
P	Personnel Services
T	Training (other than unit training)
TP	Categories of Trained Personnel
TU	Troop Units: Organization, Training, Movement
X	Collective Headings

Each functional group is amplified by defining each heading pertaining to it. The "Administrative and Management Services" group, for example, is represented by twelve separately defined headings:

A-1	Organizational Planning, General
A-2	Records Administration Programs
A-3	Reports and Forms Controls
A-4	Historical Programs
A-5	Inspections, General
A-6	Public Relations Programs, General
A-7	Production-Achievement Awards
A-8	Legal Affairs, General
A-9	Legislative Affairs
A-10	Military Justice
A-11	Claims and Litigation, General
A-12	Management Improvement Programs

It is important to note that this grouping in no way corresponds to the alphabetical arrangement of the catalog but reflects rather the logical relationships of the functions defined. Thus, the heading "Organizational Planning, General" will fall under the letter "O" in the catalog, and the next heading ("Records Administration Programs") under "R." A relative index of the functional-heading definitions is provided as a separate appendix to the "Rules,"[16] as is an alphabetical arrangement of the functional headings that corresponds to their actual arrangement in the catalog, except that the necessary "agency" and "special" subject headings are interfiled with them.[17]

---

[14] "Rules," 19-30.

[15] Appendix 8-A.

FORMAT AND CONTENT OF THE CATALOG ENTRY

We have concerned ourselves so far with the broad lines of the organization of the catalog, with only incidental reference to the format and content of the single entry. The format shown on p. 300 is applicable to the cataloging of any of the three units of descriptive entry (the series, the individual document, and the dossier) and is susceptible of adaptation to meet the particular requirements of even the most extraordinary varieties of individual documents.[18]

The "coded attribution and location data" at the upper left corner of the card corresponds to the call number on a library card, for it is often possible to call for the item cataloged, as needed for reference or other purposes, by mention of these data alone. They appear usually in three lines: the first line indicates, by symbol, the particular section of the DRB that has custody of the item; the second line shows the number of the record group to which the item is attributed; and the third line indicates the control number of the particular records "job" under which the record or records described were originally brought into the custody of the depository. We have initiated recently a procedure whereby the catalog entries prepared on records "jobs" that consist of more than one series can identify precisely such series, in this part of the catalog card, by adding, parenthetically after the job number, "S1," "S2," and so on, identifying the first, second, or other series of a particular job as determined by our requirements for the processing of accessioned materials. Finally, we express our "attribution and location" data for our "reference collection"[19] and microfilms in somewhat different styles, as follows:

AGAW-G
Ref Coll
1048

AGAW-G
Microfilm
Items — 1942-1946
Reel — 400

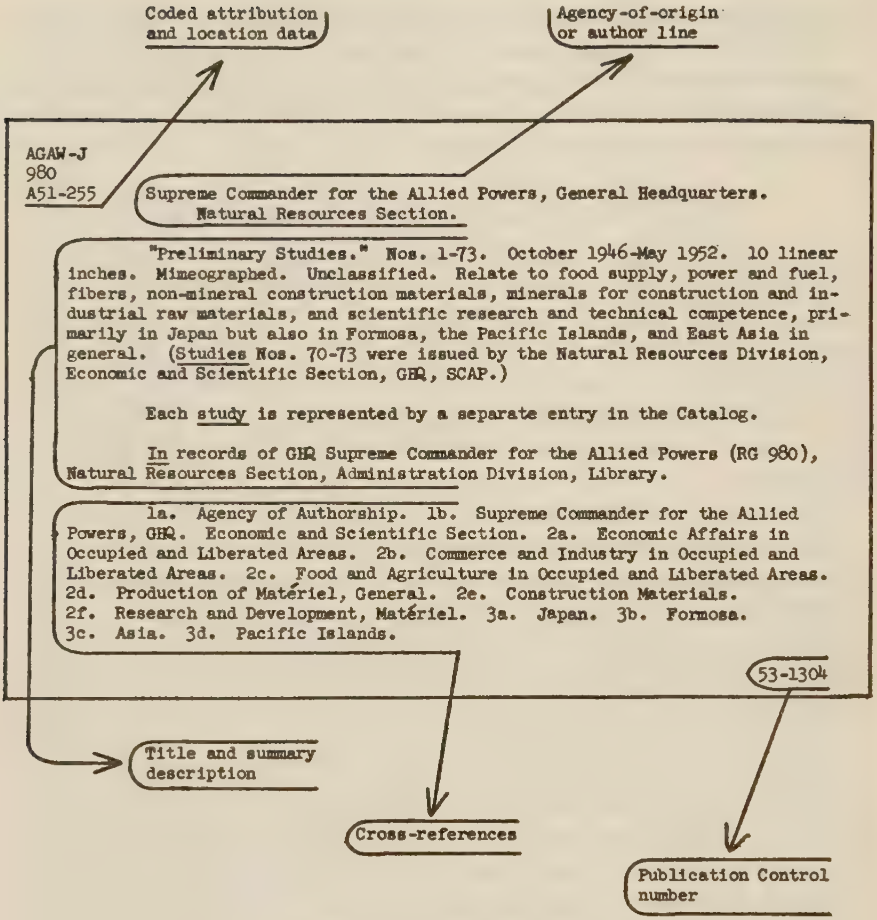
---

[16] Appendix 8-B.

[17] Appendix 8-C.

[18] The 25 exhibits displayed in the "Rules" have been invaluable in the training of catalogers.

[19] A collection, supplementing archival materials in custody, of printed items of


Coded attribution and location data
Agency-of-origin or author line
Title and summary description
Cross-references
Publication Control number

AGAW-J
980
A51-255

Supreme Commander for the Allied Powers, General Headquarters.
Natural Resources Section.

"Preliminary Studies." Nos. 1-73. October 1946-May 1952. 10 linear inches. Mimeographed. Unclassified. Relate to food supply, power and fuel, fibers, non-mineral construction materials, minerals for construction and industrial raw materials, and scientific research and technical competence, primarily in Japan but also in Formosa, the Pacific Islands, and East Asia in general. (Studies Nos. 70-73 were issued by the Natural Resources Division, Economic and Scientific Section, GHQ, SCAP.)

Each study is represented by a separate entry in the Catalog.

In records of GHQ Supreme Commander for the Allied Powers (RG 980), Natural Resources Section, Administration Division, Library.

1a. Agency of Authorship. 1b. Supreme Commander for the Allied Powers, GHQ. Economic and Scientific Section. 2a. Economic Affairs in Occupied and Liberated Areas. 2b. Commerce and Industry in Occupied and Liberated Areas. 2c. Food and Agriculture in Occupied and Liberated Areas. 2d. Production of Matériel, General. 2e. Construction Materials. 2f. Research and Development, Matériel. 3a. Japan. 3b. Formosa. 3c. Asia. 3d. Pacific Islands.

53-1304

Format of Catalog Card

The second main division of the textual information presented on the card is known as the agency-of-origin or author line. Because this line determines the principal filing point of the entry in the catalog it is carefully and accurately expressed. Agencies of the Department of Defense are shown at their highest bureau levels. However, we may show the agency of authorship, or even an individual author, on this line, rather than the agency of origin (in the archival sense) whenever in the cataloger's opinion no useful

---

major reference significance that are received through normal distribution or solicitation or that do not appear to belong to, or are discarded from, an established records series.

purpose would be served by filing the catalog entry by agency of origin.

The title and summary-description paragraph we regard properly as the most important division of the catalog entry, primarily because from this description a determination is made of the various subject headings under which the entry is to be filed. We have noted already that although "describable items" vary in volume, complexity, and form, they are susceptible of uniform treatment for cataloging purposes. The proof of this is nowhere more apparent than in the development of this part of the catalog entry, the indispensable elements of which include:[20]

(1) The *title* of the series or other item, to include an indication of its physical form.

(2) Its significant *substantive characteristics*, if not implicit in the title.

(3) Its inclusive *dates*, if it is a series or a dossier; or its date, if it is a separate document.

(4) The manner in which it is *arranged*, if it is a series or subseries.

(5) An indication that it is *security classified*, if such is the case.

(6) Its *volume*, in linear measurement, in the case of a series, subseries, or dossier; or the *total number of pages* in the case of an individual document or publication.

(7) *Other essential information*, to include, as applicable:

  (a) An indication of *agency-imposed restrictions* on the use of the item.

  (b) *Identification of the series* of which the item is a part, and the file designation under which it may be found, if it does not itself constitute an entire series.

  (c) *Imprint data* (place and date of publication, name of publisher, and method by which reproduced) in the case of a published item.

The description of records of many different types in conformity with this pattern presents, understandably, problems of as many kinds, particularly with respect to the order in which these indispensable elements are recorded in the entry. The "Rules" could, perhaps, be developed in such detail as to resolve all problems that conceivably might be encountered, but they ensure consistency at the moment through the provision of examples of summary descriptions of the more common types of "describable items." [21]

The next division of the catalog entry consists of a statement of the cross-references the cataloger desires. These we have discussed already as the three categories (agency, functional, and special) of subject headings permitted. For the "functional" or "category 2" cross-references, the cataloger consults first, perhaps, the relative index of functional-heading definitions, which leads him directly to the definitions themselves; or he may instead reach a solution by the more logical (and therefore to-be-encouraged) method of consulting the schematic division of such headings and so be led inevitably to the very function or functions sought.

---

[20] "Rules," 34-35.

[21] "Rules," 35-39. These "more common types" are (1) the series, (2) the unorganized collection, (3) the dossier, (4) the individual document other than a publication, (5) the unpublished paper, (6) a set of a serial publication, (7) the published pamphlet, (8) microfilms, and (9) an article in a periodical.

The last division of the catalog entry, the publication control number of the card at its lower right corner, is not of course shown on the draft of an entry but is added after the entry is edited for reproduction. The number is convenient in requesting copies of particular entries from the small stock of extra copies maintained.

Before passing from this discussion of card format, I should call attention to a type of entry that points only indirectly to actual "describable items." This brings under catalog control the results of completed searches undertaken by our reference service. Entries of this type directly correlate significant, completed *searches* with the item descriptions of records in the same subject area. In selecting the completed searches to be cataloged we are reassuringly discriminating, for of the hundreds of thousands of searches we have undertaken since the introduction of the cataloging system we have isolated only a few hundred as our "Permanent Servicing Requests," and only one or two more become "eligible" each week for the catalog. A "PSR" entry points to the record of a previous search, not to the "describable item" itself. Thus, even useful "negatives" may be cataloged.

SUMMARY

I can conclude these remarks on our "Rules" by mention again of our complete dependence upon them for intelligibility and practicability in applying our particular system of cataloging. As for our units of descriptive entry, if the unit is not in itself a series, we are careful to give it a series relation.

Our rules emphasize the importance of the mandatory cataloging of all series, and of cataloging with great discretion beyond that point. They ensure the greatest consistency and continuity in the overall organization and arrangement of the catalog, and in the format of the individual catalog entry.

We are happy to introduce these rules to American archivists, for they may possess a value beyond our own estimation. The technique they govern is still new and still, so far as we know, unique.

The Era of the Woodruff File

By VICTOR GONDOS, JR.[1]

National Archives

IN THE sweep of American history the Civil War is sometimes referred to as the Second American Revolution, as it is recognized to have had a profound effect on American society. In commerce, in industry, in railroad building, as well as in the Federal Government, all sights were raised from a local and sectional to a continental range. Indeed, the Government was by no means lagging in the race for size. It is seldom realized that although the 1860 population of the United States, at 30,000,000, was some 6 times larger than that of 1800, the 1860 roll of Federal employees, at 50,000, was over 16 times larger than the personnel of 3,000 on the rolls at the end of John Adams' administration. Yet, oddly enough, although in magnitude the change was great, the functions and the organization of Government remained much the same.

This lack of basic change prevailed also in record making and keeping. Outgoing letters still continued to be copied in letter books, and incoming communications still continued to be bundled, tied, or strapped and put on shelves or in pigeonholes or wooden storage boxes. Filing equipment and materials to be filed interact on each other. As long as the "Book Period" lasted — and it did last for most of the nineteenth century — enterprising men tended to confine their inventive efforts only to devices that would facilitate the filing of folded documents.

This trend is underscored by the significant rise in the number of patentable filing devices during the war and reconstruction decade of 1860-70. Although only a score of such patents were issued in the entire generation before Fort Sumter, 1830-60, almost as many, some 15, were issued in the years 1860-65, and there was an explosive rise to 50 in the last half of the decade, 1865-70.[2] Naturally, a device might be patentable without being marketable. Some of the patents of this decade that conceivably had some significance because of actual use, however, or that were cited in litigation as basic to some other device that may have been used are those of G. W. Martin and William L. Woods, issued in 1861 and 1863 respectively; and of W. Burnet, T. K. Sterrett & W. R. Farrell, and E. J. Smith & Benjamin Cheever, issued in 1865, 1866, and 1868, respectively. But none of these devices remotely approached the impact of one that also saw the light of day in 1868, the Woodruff file holder.

---

[1] This article is part of a longer study on the historical development of filing equipment from the beginning of the Federal Government through the early decades of the twentieth century, presented on April 20, 1956, at a session of the National Archives seminar on record keeping practices. The author is chairman of the Society's Committee on Archival Buildings.

[2] *Index of Patents for Inventions*, 1790-1873, comp. under M. D. Leggett, Commissioner of Patents (Washington, 1874).

As previously indicated, the inventors of this period sought devices to hold documents securely yet permit easy access. A number of inventions accomplished these objectives, but without the requisite simplicity and acceptable cost. The reason for this search by the public and the Government is well illustrated in a Senate report made during the Cockrell Committee investigation in the late 1880's. Referring to the handling of records in the Archives Division of the Treasury Department, the report states:

> Prior to 1865 the files of settled accounts were arranged in bundles of convenient size and secured by cord. In 1865 leather straps were substituted for cord at considerable cost. Both the cord and the strap systems were open to serious objections. The unloosing and refastening of the bundles occupied too much time. When carelessly refastened the bundles fell apart the next time they were handled, and the lower part of the papers, being in contact with the shelves, soon became abraded by being pulled out and pushed back. To overcome these objections file-boxes were procured, and all the money accounts . . . from 1817 to the present date are neatly and securely filed.[3]

Many if not all of these "file-boxes," yes, thousands of them, were Woodruff file holders.

To staff members of the National Archives the name Woodruff has been written on the archival heart by the myriads of units, filled with nineteenth-century documents, which began to fill the shelves of the National Archives Building from the day of its opening. Yet, oddly enough, there appears to be a complete dearth of published literature relating either to this type of filing equipment or to its manufacturer. His name is known to have been confused with that of Theodore Woodruff, who is listed in the *Dictionary of American Biography* and *Appleton's Cyclopedia* as the inventor of a sleeping car; but actually the name of Edmund Whiting Woodruff is not listed in any of the standard lexicons, nor in the card catalogs of the Library of Congress, the National Archives, or the Patent Office. Basic source materials on Woodruff and his file holder exist, however, in the patent records, in William Boyd's *Directory of Wash-*

---

[3] 50th Cong., 1st sess., S. Rept. 507, part 2, p. 254-255.

ington, D. C., in military pension files, and in legal papers such as probated wills and court cases.

The Woodruff era began when, on March 31, 1868, Edmund W. Woodruff and George C. Green were granted Patent No. 76,287, which quickly became known and was marketed for a generation as the Woodruff file holder. The Woodruff and Green patent did not sail unobstructed through the channels of the examination system of the United States Patent Office. The patent was applied for on January 3, 1868; and in the following month, on February 27, Examiner D. L. Stewart declared an interference with the invention of Eldridge J. Smith and Benjamin H. Cheever, also of Washington, D. C. It was likewise alleged that a part of the device was anticipated in a patent issued to G. W. Palmer on March 27, 1855, in the matter of "sideboards acting as braces to the headpiece." [4] After reconsidering the two 1868 applications the examiner dissolved the interference a few weeks later, March 19, and each of the contending parties was granted letters patent: Woodruff and Green receiving theirs as of March 31, and Smith and Cheever as of April 14, 1868.[5]

Archivists generally are familiar with the appearance and operation of the Woodruff file holder. It is a triangular shaped document box with the hypotenuse-side open to receive the triple-folded documents, with or without jackets; at the rear of the open side is a movable board attached to an iron clamp which has a lug inserted in a metal channel in the center of the baseboard, much as an electrical connection is made to the third rail of a streetcar track. Its operation is the acme of simplicity; there are no springs or coils or complicated parts to get out of order or to increase the cost. The rear clamping board exerts quite an even pressure on the vertically filed documents, accommodating itself to the documents because it is free of the baseboard.

The file holders were usually made of walnut and poplar, but mahogany, butternut, oak, ash, and cherry were also used, as preferred by the buyer. All operating parts such as the clamp, clamp lever, lugs, and baseboard channel were made of iron. The front of the box had a ring pull, and card receivers were attached to the front for labels, if so ordered. The holders were made of any desired size. In the War Records stacks of the National Archives

---

[4] U. S. Patent No. 76,287, issued to E. W. Woodruff and George C. Green, Mar. 31, 1868; in Record Group 241, Records of the Patent Office, National Archives; hereafter RG 241, NA.

[5] U. S. Patent No. 76,834, issued to E. J. Smith and B. H. Cheever, Apr. 14, 1868; RG 241, NA.

Woodruff & Green.
Paper-File.
No 76287 Patented Mar. 31, 1868.

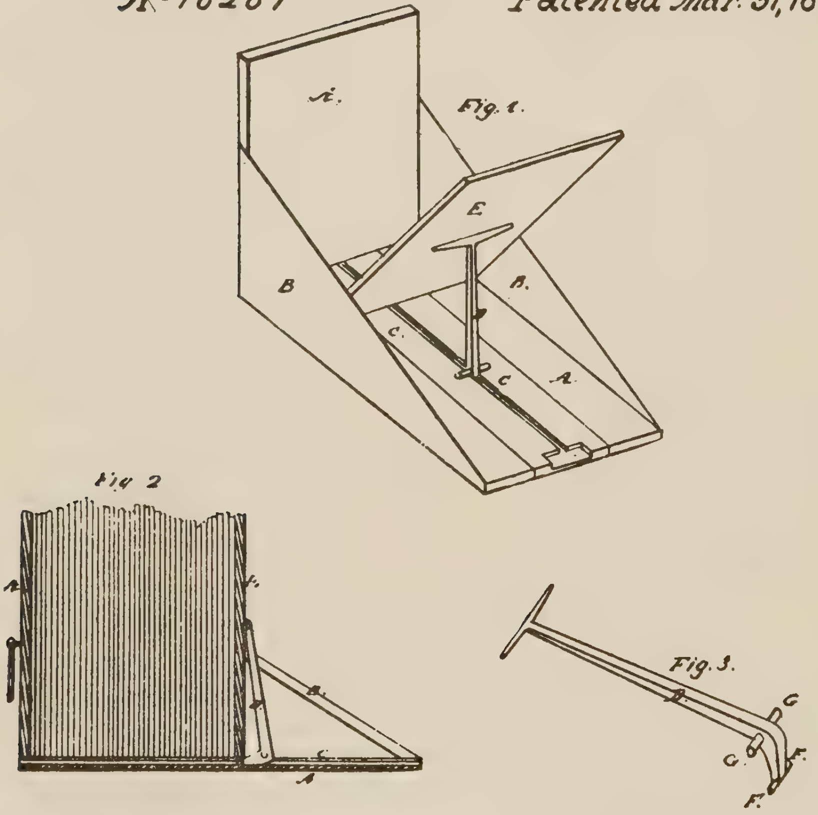
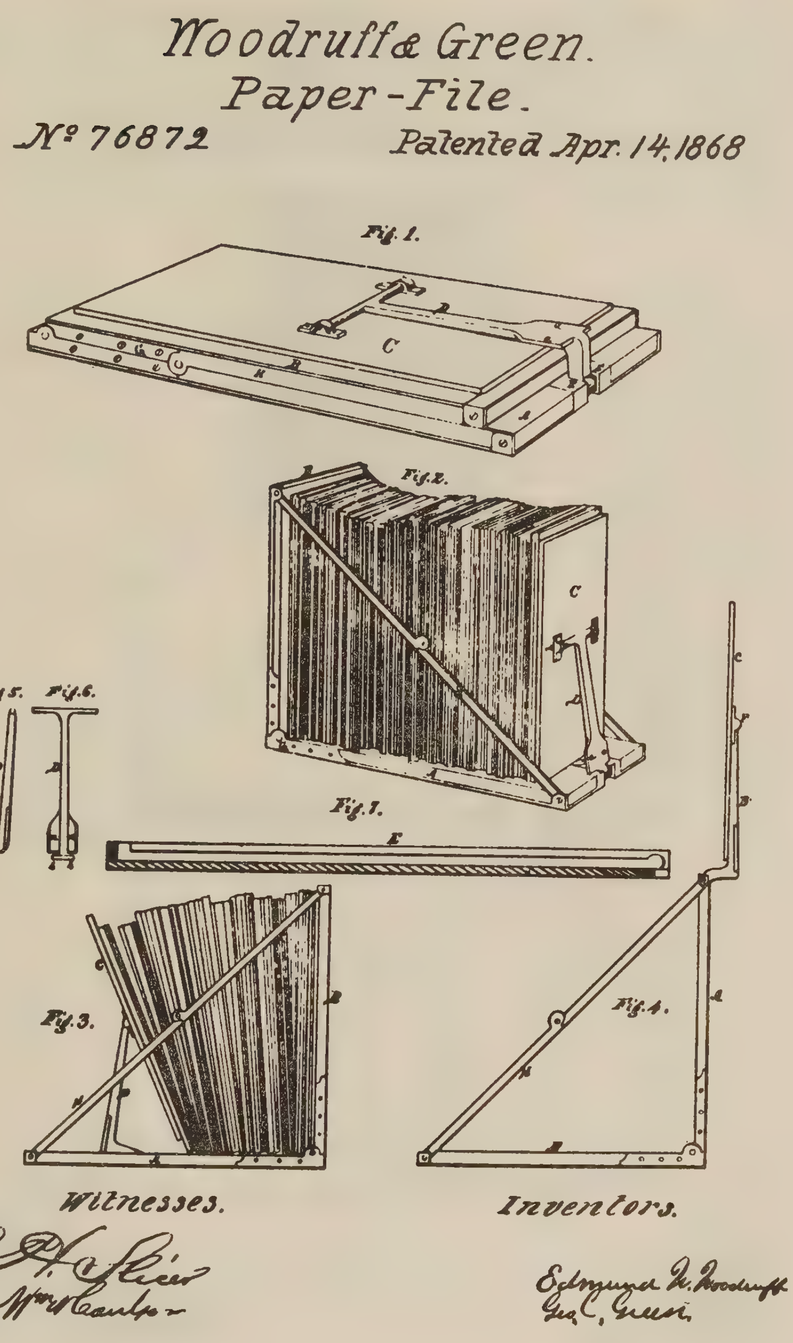


Fig. 1.
A.
E
B
B.
C.
C
A.
Fig. 2
A
A
B.
C.
A
Fig. 3.
D.
G
G.
F.
F.

Attest;
J. F. Johnson
E. Youngs

Inventor;
E. W. Woodruff
G. C. Green



Woodruff & Green.
Paper-File.
No. 76872 Patented Apr. 14, 1868

Witnesses.

Inventors.
Edmund W. Woodruff
Geo. C. Green

Fig. 1.
C
D
B
Fig. 2.
C
D
A
Fig. 5.
Fig. 6.
D
Fig. 7.
E
Fig. 3.
C
D
B
A
Fig. 4.
C
F
B
A
B

E. J. Smith & B. H. Cheever:

Bill & Paper File

No. 76,834. Patented Apr. 14, 1868.

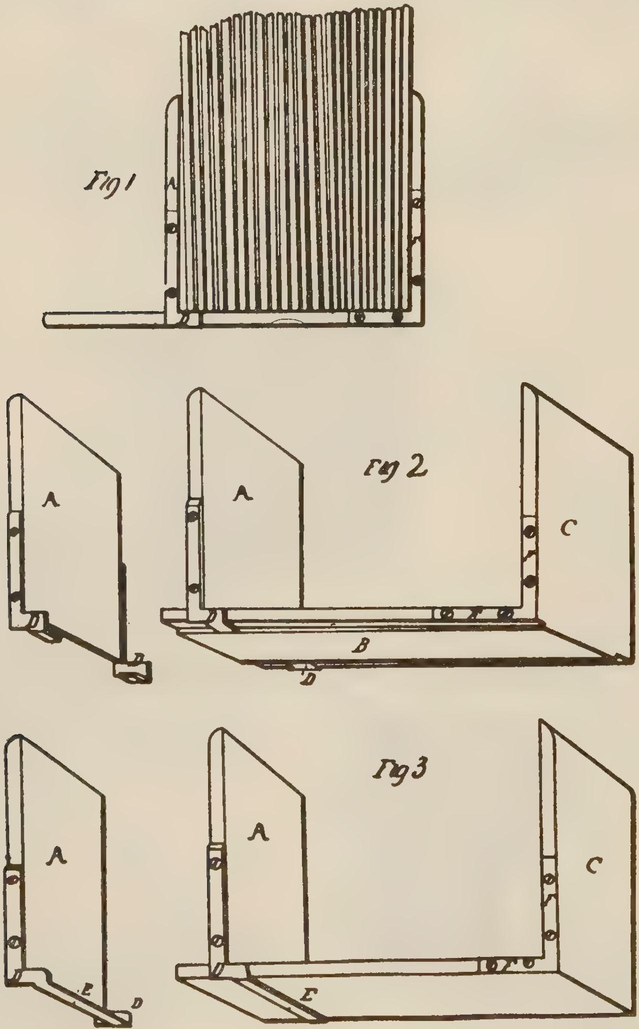


Fig 1
A
Fig 2
A
A
C
B
D
Fig 3
A
A
C
E
E
D

Witnesses:

B. H. Cheever

Inventors

E. J. Smith

B H Cheever

there are some large specimens for filing unfolded flat letters. Generally, however, the nineteenth-century document size was the rule, which would approximate a 4-inch width, a 10-inch height, and a 12-inch depth. The file holders were sold singly or in cases of various capacity, such as cases with a half dozen, one dozen, or two dozen file holders, some with cornice and base, some without. Complete cabinets and stacks containing file holders were made to order.[6]

Price lists and commercial quotations are not now available, but it is possible to approximate the unit costs. Various congressional documents refer to expenditures for filing equipment and supplies. An 1875 reference is to the purchase of 475 "file boxes, Wood's patent," for $475. Several years later, in 1878, "1 Woodruff file" was purchased for $1. Other references to Woodruff purchases in 1883 and 1884 are at the rate of 75c apiece.[7] Depending on the number of orders, the kind of material, and the finish wanted, the price probably ranged from 75c to $1.25 per file holder. Cabinet work and other special units were, of course, subject to individual estimates.[8]

The file holder of Smith and Cheever, attributed to Eldridge J. Smith as inventor, "comprised a front and baseboard rigidly secured to and at right angles with each other, and a movable clamping board which at its lower end was rigidly secured to clamping lugs." The clamping lugs, in turn, "passed over the edges of the base board, at each side and were united by a piece of metal underneath the baseboard so that the clamp entirely encircled and enclosed said baseboard." [9] The holder had no sides, as these would have interferred with the free movement of the follow or clamp board. In the words of one witness, "As a mechanical device, it only differed in dimensions of its parts from some familiar devices of much older date, such as the shoemakers measure . . . but it required more differences to adapt the shoemakers measure to the use of the file holder." [10] An important difference between the contending inventions concerned the nature of the clamping board.

---

[6] Catalog pamphlet, *Woodruff's File-Holder* (Washington, D. C., ca. 1882), p. 15; Exhibit J. O. C., No. 4, in District of Columbia Supreme Court Equity Case No. 8265; in Record Group 21, Records of District Courts of the United States, in the National Archives; hereafter, Equity No. 8265, RG 21, NA.

[7] See respectively: 44th Cong., 1st sess., H. Misc. Doc. 3, Dec. 6, 1875; 45th Cong., 3d sess., H. Misc. Doc. 9, Dec. 20, 1878; 48th Cong., 2d sess., H. Misc. Doc. 5, Dec. 2, 1884.

[8] Purchase prices for cabinets, though not necessarily Woodruff cabinets, observed in a scattering of House Miscellaneous Documents, ranged approximately from $150 to $300.

[9] Affidavit of R. D. O. Smith, patent attorney, Aug. 29, 1882; in Equity No. 8265, RG 21, NA.

In the Woodruff device the clamping board was separate from, although attached to, the clamping lever; thus it could conform to the paper surface and its variations so that clamping pressure was distributed with a reasonable degree of uniformity. In the Smith device the clamping board had very little "play," as it remained rigidly vertical. Another mechanically practical difference was that the Woodruff clamp lever moved entirely inside the baseboard, so that the file holder could have protecting sides, and the under side of the baseboard was free of any encumbering metal. The Smith clamp projected over the baseboard edges and also on the under side of the baseboard.

Although the two devices do have points of similarity and although others before and after the first Woodruff patent also used some form of a follower board, the test of time and of the market place unquestionably gave preeminence to the Woodruff file holder. But in the early days of the file holders, Smith and Cheever, it appears, were highly dissatisfied with the outcome of the first interference case; they pressed for and obtained the declaration of another in May 1868. This was fought through before the examiner, and again the decision was in favor of Woodruff and Green. The interference was once more dissolved on July 21, 1868, thus giving a clear title to both parties to proceed with the marketing of their appliances to the best of their respective abilities.[11]

Woodruff purchased Green's interest in the patent in 1871,[12] and thereafter devoted himself entirely to the promotion and manufacture of the file holder. But Eldridge Smith remained unreconciled to his previous defeats in the Patent Office. He acquired a new partner, Gilbert B. Towles, apparently to help finance further action, and several years later, on June 8, 1872, his attorney filed motion for injunction in the District of Columbia Supreme Court. The case was strongly contested by both parties.

The taking of affidavits and testimony, hearings, appeals, and the arguments of counsel dragged on for 2 years, until the final decree of the court, on June 6, 1874, dismissed the bill for an injunction and required each party to pay the respective costs.[13] In this case the validity of Woodruff's second patent,[14] which featured a collapsible clamp board, was also tested, and both the first and second patents were upheld.

---

[10] *Ibid.*

[11] U. S. Patent No. 76,287, RG 241, NA.

[12] Affidavit of E. W. Woodruff, Aug. 30, 1882; in Equity No. 8265, RG 21, NA.

[13] Supreme Court of the District of Columbia, Equity No. 2795, Docket 11, *Liber 11*, p. 495; in Record Group 21, Records of the District Courts of the United States, in the National Archives. There are 41 separate entries of court documents entered in this case; an unusual number.

From some of the testimony rendered in another equity case in which Woodruff was the plaintiff, 10 years later,[15] it may be surmised that Eldridge Smith had an underlying motive even deeper than the financial in his tenacious efforts to knock out Woodruff. Whether rightly or wrongly, he thought of himself as the prior inventor of the file holder and, in fact, seems to have harbored the belief that Woodruff pirated the idea from him.

Smith claimed to have invented the paper file, for which he ultimately received a patent, in November 1866. He did not, however, apply for a patent until March 1868, some 2 months later than Woodruff. Smith claimed that, in March 1867, a year before his application, he had shown his device to one Homer Riggs, a fellow employee in the Pension Office. In turn, Riggs is said to have displayed the device to Jerome B. Woodruff, a model maker and the father of Edmund, who at that time was working with his father. Nine months later Woodruff and Green made application for letters patent. The implication is obvious. "I was, in connection with my co-patentee," Smith stated under oath, "the first and original inventor of Paper Files or File Holders in which an adjustable plate was combined with a base and a fixed vertical plate. . ." [16] Whether or not Smith's belief had any justification, it is not firmly anchored in relevance. Both inventors duly received patents, and presumably both had an open field to market them. Although physical or documentary evidence relating to the use of the Smith patent is not in hand, it is surmised that there were sales of his file holder to Federal agencies, but, of course, nothing approaching the sales of his rival's device.

Woodruff's success with his file holder appears to have been immediate. In 1869, it was already in substantial use in various Federal departments and agencies, such as the Treasury Department, the Office of the Chief of Engineers in the War Department, and the Smithsonian Institution. Either then or a few years later, it was in use in the Departments of Agriculture, of the Interior, and of Justice. Among satisfied users were county and local governments, such as the commissioners' office, Fayette County, Pennsylvania, and the public library, Milwaukee, Wisconsin; railroad offices, such as the Central Pacific Railroad, the Louisville & Nashville, and the Central Railroad of New Jersey; banks and insurance companies, such as Riggs & Company of Washington, D. C., and the Home Insurance Company of New York. Testifying to the value of Woodruff's product were such noted individuals as Thomas A. Edison, who used the file holder in his office and considered it "very well suited to the purpose . . . intended," and Benjamin F. Butler, the captor of New Orleans, who stated, "I have used . . . your File-Holders . . . from 1868 onward and find them . . . the most economical and convenient method of preserving papers in order." [17]

---

[14] U. S. Patent No. 76,872, to E. W. Woodruff and Geo. C. Green, Apr. 14, 1868, RG 241, NA.

[15] Equity No. 8265, RG 21, NA.

[16] Equity No. 8265, RG 21, NA.

The statement of a Pennsylvania attorney, written in 1882 during Woodruff's prime, is typical of others in the same vein:

> I had two hundred of them placed in the office. They gave such great satisfaction that they have since been adopted in the other offices of the county for filing record papers, and the majority of the members of our Bar have procured them for their office use. From an experience of about six years with them I have no hesitancy in saying that they are superior to any and all other . . . devices yet invented for filing business and official papers.[18]

The characteristics emphasized by the various users of the product are a catalog of the virtues of any record container: facility of access or reference is most often mentioned; then come structural qualities, such as simplicity of construction, strength, durability, lightness, and compactness; as to appearance, its neatness is noted; economy in terms of space utilization, and ability to take papers of various sizes (when folded) are commented on; and, lastly, one of the cardinal requisites, the protection of papers from dust, dirt, rodents, and other enemies is claimed by some as one of the major advantages of the file holder. This last mentioned characteristic, however, is decidedly debatable.

Adelaide Minogue, at one time acting head of the Preservation Branch of the National Archives, had ample opportunity to observe the physical and chemical aspects of the long-continued use of the Woodruff and all similar document containers which conformed to the folded document system of filing. She states:

> What those who introduced the Woodruff files evidently did not foresee was the inevitable physical damage to the paper that would be incurred by the periodic unfolding and refolding of the records as they were used. Because of the natural aging of an initially poor paper, the exposure of the paper to rela-

---

[17] *Woodruff's File-Holder*, p. 14.

[18] *Woodruff's File-Holder*, p. 12.

tively high concentrations of sulphur dioxide evolved by the gas burners and coal heaters of the day, and lack of properly humidified air, the papers gradually dried out, deteriorated, and became brittle.[19]

As a long-term result,

> Breakage along the fold lines became inevitable but was more commonly encountered among the sharply folded records containing few enclosures than among those with softly rounded folds. The general weakening and fracture among the folded files finally became obvious and this method of filing was gradually abandoned so that by the beginning of the twentieth century the flat filing of loose papers had been almost universally adopted as standard practice. The older files, however, were kept for the most part in their original containers . . .[20]

It should be noted that in general papers of an earlier period, mainly those made before 1870, have remained in a fairly good condition, particularly if they were inactive. Papers made after 1870, actively used and improperly stored, present today's archival problem, because their torn and broken state seriously hampers effective servicing.

Nevertheless, one should not lose sight of the fact that, before the invention and development of later nineteenth-century filing equipment and supplies, the file holder for the folded document was highly satisfactory to both the Government and business offices of the post-Civil War period. As Mrs. Minogue herself admits:

> This type of filing was . . . satisfactory from several viewpoints. The documents pertinent to the subject were folded and kept together conveniently; an over-size sheet presented no special packing and indexing problem since it was folded to standard size and was filed in its proper sequence in the series; and . . . servicing was easily and quickly accomplished without the need of extraneous and space-consuming materials such as folders and guide cards.[21]

At any rate, as previously noted, the Woodruff file holder soon after its patenting came into general use in the Government departments, and its use spread widely over the country in the offices of business firms and professional men. By the late 1880's more than half a million units had been sold.[22]

---

[19] Adelaide E. Minogue, "Some Observations on the Flattening of Folded Records," in *American Archivist*, 8:117 (Apr. 1945). With respect to the surrounding conditions affecting paper, it may be added that B. W. Scribner of the Bureau of Standards performed an accelerated aging test which showed that "ten days' exposure of papers containing 5-10 parts of sulphur dioxide per million parts of air, at 65 per cent relative humidity and 86 degrees Fahrenheit, resulted in an appreciable increase in the acidity of the papers, and the initiation of chemical and physical changes . . . breaking-down the paper cellulose." See "Report of the Bureau of Standards Research on Preservation of Records," reprinted in *Library Quarterly*, Oct. 1931.

[20] Minogue, in *American Archivist*, 8: 117.

[21] Minogue, in *American Archivist*, 8: 117.

What about the man himself, and his circumstances?

Edmund Whiting Woodruff was born in Plymouth, Connecticut, March 12, 1840.[23] At the time of receiving his first letters patent he was therefore 28 years old. Edmund was the only son among the four children born to Jerome Blakeslee and Melinda Beach Woodruff, both also natives of Connecticut. The Woodruffs first appear on the Washington scene in 1850. The elder Woodruff at various stages of his career in the capital city (where he remained until his death in 1874, at the age of 63), was listed as a model maker, a sewing-machine manufacturer, and a patent agent.[24]

The younger Woodruff at the age of 20 became associated with his father as a model maker and machinist. At the outbreak of the Civil War, Edmund enrolled in the District of Columbia militia, which acted as honor guard to Abraham Lincoln at the President's inauguration ceremonies and which was honored among "The First Defenders" of the national capital, an honor that even to this day is treasured by the successors of those old militia companies, such as the Sixth Massachusetts and the Ringgold Guards of Reading, Pennsylvania.[25]

After 3 months of guard duty in and about the capital, young Woodruff was honorably discharged and returned to his father's shop. The business association of father and son continued for the remainder of the decade, although in 1869, after receiving his initial patent, Edmund formed a partnership with George C. Green, the copatentee. This firm was Woodruff & Green, Paper File Manufacturers. In the meantime, prudently, the firm of Woodruff & Son, Patent Agents and Modelmakers, was continued under the paternal roof at 494 H Street, N.W., Washington.[26]

---

[22] Advertisement in *Boyd's Washington Directory, 1890*, p. 928.

[23] Department of the Interior, Bureau of Pensions, Pension Declaration (Form 3-014), Mar. 14, 1910; in Record Group 15, Records of the Veterans' Administration, in the National Archives; hereafter E. W. Woodruff pension file, RG 15, NA.

[24] Register of Wills, District of Columbia, Wills, No. 16, p. 357-359; in RG 21, NA; Edward Waite, comp., *Washington & Georgetown Directory, 1850* (Washington, 1850). See also *Boyd's Directory*, passim.

[25] E. W. Woodruff was a member of Company B, 5th Regiment, 3d Brigade, D. C. Militia, commanded by Capt. Matthew G. Emery, who, as master mason, had laid the cornerstone of the Washington Monument, on July 4, 1848, and who was the last Mayor of Washington in 1871. See William Van Zandt Cox, "Matthew Gault Emery. . . ," in Columbia Historical Society, *Records*, 20:19-59 (Washington, 1917). This militia company was federalized as Company A, 4th Battalion, Washington Light Infantry, D. C. Volunteers. See Muster-out Roll of Capt. Lemuel D. Williams, July 10, 1861; in Record Group 94, Records of The Adjutant General's Office, in the National Archives.

[26] *Boyd's Directory*, 1867-1870, p. 596, 483, and 395 respectively.

Although both firms occupied the same premises in the early days of the venture, the weight of evidence indicates that Woodruff *père* had no part in the invention, promotion, and production of the file holder. Nor does the available evidence show whether the younger Woodruff and George Green jointly evolved their invention, or whether the idea was really Green's, brought to fruition in the Woodruff modelmaking shop. The various patent examinations and court hearings in the course of Woodruff's career do not shed light on this question. In any case, it appears quite clear that Edmund Woodruff was the sparkplug of the firm; and the many patents he received in later years, after his partnership with Green was dissolved, would indicate that Green's role was probably minor. Woodruff testified that in 1871 he bought Green's rights in the two original patents issued in 1868; the partnership, however, probably terminated even earlier, as all listing and advertisements of the file holder from 1870 onward are solely in the name of Edmund W. Woodruff.[27]

The business association of father and son continued until the father's death in 1874.[28] During the years they styled themselves variously as "Patent Agents, Attorneys, Model Makers, Machinists," and as proprietors of the "Emporium of Practical Arts." Their versatility was not only a typical example but part of the great glory of the less formalized days of American economic life and enterprise. Among the products of their skillful hands and practical minds was "every kind of light machinery made to order and repaired." [29]

In 1872, as sales of his device began to mount, the younger Woodruff, then 32, for the first time removed his personal business from his father's shop. He opened a "manufactory and salesroom" at 705-707 Ninth St., N.W., as Edmund W. Woodruff, Patent File Holder Manufacturer. At the same time he removed his domicile to 1411 Sixth Street, N.W. Thus he made the first of his many changes of residence in Washington, progressing westward a few blocks at a time, with the gradual shifting of the capital's better residential areas, until at the outbreak of the First World War he arrived as a householder of the Mount Pleasant section.[30]

Although his product was well known in Washington by the mid-

---

[27] *Boyd's Directory*; see also Equity No. 8265, RG 21, NA.

[28] The two male Woodruffs must have been quite close to each other, as the father's will has a certain warmth of phrasing in bequeathing to his son an "antique Barronial Topaz Seal to be handed down to future generations (should time continue)."

[29] *Boyd's Directory*, 1870, p. 508.

[30] *Boyd's Directory*, passim.

1870's it is more than likely that in the country at large the Philadelphia Centennial Exposition of 1876, as with so many other products of American industry, really put the Woodruff file holder on the map. One of his advertisements in the following year claims the "Award Medal and Highest Mention in Judges' Report at [the] Centennial." [31]

For a dozen years Woodruff supplied a ready market, virtually without serious rivals. But in the early 1880's competition began to assert itself. The Eldridge Smith device had not made much headway because, as a patent attorney remarked, it "was an impractical structure . . . of no commercial value." As to other devices of the 1870's, the same expert declared:

> Since the grant of the patents aforesaid [Woodruff's] a considerable number of patents have been granted by the Patent Office, for alleged improvements upon the invention of Woodruff and Green . . . [but] without any exception I believe, such alleged improvements were strikingly inferior to the file holder made by said Woodruff . . . and although some of the said "improvements" have been offered at cheaper rates, none of them, so far as I have ever heard, have supplanted the file holders made by Woodruff.[32]

The Patent Office by then had used thousands of these file holders for over 10 years, and it was testified that the patent employees regarded them as superior to all other devices for the same purpose.

Nevertheless, serious competition was bound to arise, even if it had to cut corners. Early in 1881, a group of Washingtonians organized the National Shelf and File Co. for the purpose of manufacturing and dealing in document containers, safes, metal shelving, and library supplies. Lorin M. Saunders, a native of New York State, but for the previous 20 years a resident of Washington and a practicing lawyer, headed the firm as president. Associated with him were several local residents: Grenville A. Whitaker, bookseller and stationer of 941 Pennsylvania Avenue, N.W.; George C. Garrison, formerly Record Clerk of the United States Senate; and John C. Lang, formerly of the Engineer Department of the Army. Later in the year these men were joined by Frank H. Conger, E. E. Jackson, and Miletus J. Wine, also a local attorney; and on September 1, 1881, the firm was duly incorporated in the District of Columbia, with a capital of $25,000.[33]

It soon became apparent that the basic purpose of the new corporation was to cut into the field so long preempted by Woodruff.

---

[31] *Boyd's Directory,* 1877, p. 684.

[32] Affidavit of Robert D. O. Smith, in Equity No. 8265, RG 21, NA.

[33] Affidavit of Lorin M. Saunders, in Equity No. 8265, RG 21, NA.

National Shelf and File equipped itself for this project by buying up a number of older as well as more recent patents for file holders and combining them to produce and market a holder of its own. Thus it bought control of the old Eldridge Smith patent and of certain later patents, such as the Schuyler Duryee patent of 1879, the Gilbert Thompson patent of 1880, the Willard Doremus patent of 1882, and John C. Lang's own invention of a steel stack structure called a portable metallic case for bill-files.[34]

National Shelf and File proceeded to manufacture paper files which, in principle if not in all details, resembled the Woodruff file holders. The two competed for Government business, and National Shelf and File succeeded in selling its wares to a number of departments as well as private firms, in all likelihood because it undersold Woodruff rather than because its product had more appeal. Naturally, Woodruff reacted and warned National Shelf and File to cease marketing a device which, he claimed, was a gross infringement of his patent.

As the competitor firm paid no heed, Woodruff had his attorney, R. D. Mussey, institute a suit for injunction and damages against the National Shelf and File Co. The suit was filed with the District of Columbia Supreme Court, on August 30, 1882, and the case was in litigation for 2 years.[35] It was first tried at Special Term before Mr. Justice James, who in June 1883 awarded an injunction for the plaintiff and ordered an accounting. This decision was appealed by the defendants, however, and the case was tried again in the General Term of the court in the fall of the year.

Woodruff contended that the defendants infringed the several claims in his first and second patents (Nos. 76,287 and 76,872 respectively), which had to do with the clamp lever combined with the baseboard, the clamp lever with the file or clampboard, and the metal channel running through the central part of the baseboard. The defendants asserted that their file holder was protected by patents owned or controlled by them; that there were substantial differences between the plaintiff's and the defendants' files; and that, in any case, Woodruff's patents were invalid because they had been anticipated by prior patents; namely, by those of H. E.

---

[34] See Defendant's Answer, in Equity No. 8265, RG 21, NA. The following U. S. patents are listed in this brief as controlled by the defendant: No. 213,040, issued to Schuyler Duryee, Mar. 11, 1879; No. 235,294, issued to Gilbert Thompson (assignor to J. C. Lang), Dec. 14, 1880; No. 262,793, issued to John C. Lang, Aug. 15, 1882; and No. 262,890, issued to Willard Doremus, Aug. 15, 1882.

[35] Bill for Injunction, Account, and Discovery, Edmund W. Woodruff *vs.* The National Shelf and File Co., in Equity No. 8265, RG 21, NA.

Woodbury in 1854, W. A. Collard in 1850, George W. Palmer in 1855, and J. E. A. Gibb in 1857.[36]

An examination of the cited patents reveals that there are features resembling the later Woodruff and Green patents but that none of them attain that functional efficiency characteristic of the Woodruff patents of 1868. But, as the plaintiff's attorney pointed out, the alleged anticipations as well as the Smith and Cheever patent had been adjudicated 10 years previously (in equity case No. 2,795) in the same court, and the decree was in favor of the plaintiff. Nevertheless, the usual parade of witnesses, affidavits, hearings, and testimony had to pass by for many months before the case was decided. As to Woodruff's claim for infringement, one of the expert witnesses stated its merits tersely:

> Deponent further says that in all of his experience he had seldom if ever seen or known of a case in which the construction and mode of operation of two different devices were so nearly identical as are these; and that the said paper file by him examined . . . is a clear and palpable infringement of the first, third, and fourth claims of patent # 76,287, and the third claim of . . . patent # 76,872.[37]

The court agreed with the foregoing version of the issue, and in its final decree of February 5, 1884, stated, ". . . Plaintiff do recover of the Defendant . . . in appeal filed herein the sum of four hundred and thirty two 50/100 dollars as and for his damages . . . because of said infringement . . ." and provided that the defendant should pay the costs.[38] So Edmund Woodruff was once again triumphant. But when, 2 days later, an attempt was made to collect the damages, the United States Marshal was constrained to report, "The Defendant — The National Shelf and File Company — is practically dissolved and has no property liable to Execution." [39] Edmund Woodruff, it thus appeared, had not only triumphed over but destroyed his competitor.

This last affray, nevertheless, must have left its mark on Woodruff's peace of mind. The trend of his life shows him as a cautious and careful man. He left his father's house well along in his young manhood, and then only when he felt himself firmly established in business. Then, apparently, he concentrated so thoroughly on his business that he married rather late in life.[40] Evidently, too, he kept a weather eye trained on the Patent Office as well as the office equipment field generally; he realized that new devices were being developed at a much faster rate than formerly, and that competition was bound to be felt. In fact, by 1889 he was again subjected to a challenge for his market by the Office Specialty Manufacturing Co., successors to the Schlicht & Field Co. of Rochester, New York, who were pushing the so-called Lang File, which was quite similar to the Woodruff file holder and specimens of which (transferred from other Federal agencies) are now on the shelves of the National Archives. The Office Specialty Manufacturing Co. had offices in Washington, and was a forerunner of the noted Yawman and Erbe Manufacturing Co., which has remained one of the foremost office furniture and equipment concerns to this day.

---

[36] Defendants cited the following anticipatory patents: No. 7648, to W. A. Collard, Sept. 17, 1850; No. 11,504, to H. E. Woodbury, Aug. 8, 1854; No. 12,604, to Geo. W. Palmer, Mar. 27, 1855; No. 16,642, to J. E. A. Gibb, Feb. 17, 1857; No. 17,526, to D. A. Styles, June 9, 1857; No. 32,106, to G. W. Martin, Apr. 16, 1861; No. 45,813, to Wm. Burnet, Jan. 10, 1865; and No. 76,834, to Smith & Cheever, Apr. 14, 1868. The patents on which the defendants relied are cited in note 34, above.

[37] Affidavit of William C. Dodge, patent attorney, Aug. 30, 1882; in Equity No. 8265, RG 21, NA.

[38] Final Decree, by Chief Justice D. K. Cartter, Feb. 5, 1884, in Equity No. 8265, RG 21, NA.

[39] Report of the United States Marshal, Feb. 7, 1884, in Equity No. 8265, RG 21, NA.

From 1884 on, as protection against mounting competition, Woodruff barricaded himself behind a legal wall of letters patent on minor, perhaps even specious, improvements of his device. In that year of his court victory he was granted or had assigned to him no less than 3 patents,[41] in the 4 years from 1886 to 1889 he received 6 more patents,[42] and during the decade of the 1890's the United States Patent Office favored him with 5 more patents,[43] making a grand total of 14 patents in 16 years!

As a further result of the 1882-84 litigation, he now took the precaution of protecting his product with a registered trade mark, "Woodruff's Improved File Holder," with which each unit was henceforth labeled.[44]

Woodruff has been treated at some length because his file holder, of which he probably sold well over a million, "ruled the roost" in the offices, nooks, and crannies of Federal agencies, as well as of many local governments, business firms, and professional offices, during some two decades of the latter half of the nineteenth century.

---

[40] E. W. Woodruff married his first wife, Frances Amelia Dennison, on Sept. 5, 1895, when he was 55 years old. She died 7 years later, on Apr. 9, 1902. He was married again to Laura Virginia Bolsey of Baltimore on Oct. 6, 1903. See E. W. Woodruff pension file, RG 15, NA.

[41] U. S. Patent No. 295,577, Apr. 29; No. 297,905, Apr. 29; and No. 306,308, Oct. 7; all issued in 1884.

[42] U. S. Patent No. 335,668, Feb. 9, 1886; No. 358,240, Feb. 22, 1887; No. 399,461 (wash stand), Mar. 12, 1889; No. 404,458, June 4, 1889; No. 412,154, Oct. 1, 1889; and No. 415,429, Nov. 19, 1889.

[43] U. S. Patent No. 476,854, June 14, 1892; No. 535,782, Mar. 12, 1895; No. 547,163, Oct. 1, 1895; No. 569,700, Oct. 20, 1896; and No. 651,739, June 12, 1900.

[44] U. S. Patent Office, Registered Trade Mark, Apr. 29, 1884.

But long before 1916, when he died in his seventy-sixth year, vast new forces had made a documentary break-through, bringing about a demand for an entirely different approach to the problem of records and filing equipment. These revolutionary changes, even before the First World War, had relegated Woodruff's beloved file holders to the Valhalla of honored but obsolete products of the rapidly passing age of handicraft. His business, typical of all craft businesses, never was more than the lengthened shadow of the man. He had no children to carry it on, and his life's work had already preceded him in death.

There are still thousands of units bearing his name, reposing on repository shelves, but eventually these too will be fed to the incinerator. Nothing will then remain to bear witness to the existence of the man but a few artifacts in the glass case of some archival exhibit hall.

The Nation's Standard Paper For Permanent Records

BYRON
WESTON CO.
LINEN RECORD

BYRON WESTON CO. LINEN RECORD has been tested and approved by generations of public and business record keepers. Made wholly of new white cotton and linen clippings, it possesses to the highest degree the strength, ruling, writing, handling and erasing qualities essential for enduring satisfaction in bound or loose-leaf records, documents and similar usages. For other records, select the right paper for any purpose from the complete Weston line of rag content ledger, bond and index papers. Write for complete information.

BYRON WESTON COMPANY • DALTON • MASSACHUSETTS
Makers of Papers for Public and Business Records — Since 1863

Canada's New Records Centre Building in Ottawa

View of Centre Storage Area

Canada's New Records Centre

By A. M. WILLMS [1]

Public Archives of Canada

MOTORISTS traveling along busy Scott Street in Ottawa's West End are intrigued by the huge blank walls of the new Records Centre in Tunney's Pasture. Because the office area with its bank of windows faces away from the main street the Centre is known to the public as "the building without any windows." But we who know the building consider it rather attractive. The front of the building, housing the office space, has a great deal of glass, with floor-to-ceiling windows on the ground floor and a solid band of windows on the other three floors. Except for the first floor front, which is of grey limestone, the outside construction is of buff brick.

The interior of the Centre is divided into 35 storage rooms, 17 offices, search rooms and various workrooms, a staff room, a conference room and so on. Its total floor area is over 200,000 square feet, with a net storage area of over 3½ acres. Only about one third of the storage area has been equipped with shelves, and here an adjustable steel library shelving has been used. Workflow is provided from the indoor loading dock to the reception room, to cleaning benches and fumigation chamber, and if necessary to the sorting room. Two freight elevators, one at the front and one at the back, provide access to the basement and upper floors.

When the Hon. J. W. Pickersgill formally opened this building on April 10 of this year, the hopes and planning of over half a century were realized. The Public Archives of Canada had developed into a full-fledged public records office.

As early as 1897 a commission, appointed by the federal government to report on the state of the public records, made its chief recommendation "a proposal . . . for centralizing the public records under the care of a Dominion Archivist and Keeper of the Records." This recommendation was followed in 1903 by an Order in Council directing that public papers be "assembled in one place and put into the custody of one person," and in 1906 the first unit of the present archives building was completed. From 1912 to 1914 a Royal Commission made a thorough survey of the "state of the Records of the Public Departments of the Dominion" and came to the conclusion that the creation of a Public Records Office for the "storage of all records, books, plans, papers etc., not in current use, which now encumber the various departments of the Service" was essential. The commission further recommended the transfer of all government records "over twenty-five years old (or of more recent date, at the request of the department concerned)" to the proposed records office. Even then the records in the various government departments occupied 1,629,000 cubic feet of space. At this point the First World War intervened and nothing further was done until 1925. Then the Archives building was enlarged, but it was still much too small to serve in a comprehensive records program.

---

[1] The writer of this article is Chief of the Records Centre and has been on the staff of the Public Archives of Canada since 1950. A veteran of World War 2, he was graduated from the University of Alberta and received his M.A. in history from the University of Toronto. His thesis was on Canada's role in the Paris Peace Conference of 1918-19.

In 1933 the Public Works Department undertook to provide cheaper storage space for semiactive government records. The departments were requested to state their space requirements in a "plain storage building." Construction of the building was begun on the grounds of the Experimental Farm in the summer of 1937. Public Works planned to allot rooms to the various departments and asked the departments to specify floor space and office equipment required. The Public Works staff was to have custody of the records deposited, and it was anticipated that, with a motor car service to carry the records as required, documents urgently needed could be delivered within half an hour. But these plans were never realized. When the storage building was ready to receive records in March 1939 the policy was to let the departments retain custody of their own records. Each department transferred its own records and retained all responsibility for arrangement, shelving, and reference. Public Works kept one clerk in the building, who issued keys to departmental representatives on the presentation of a pass. This arrangement lasted only a short time; the space in this new building was soon urgently required for war purposes, and the records had to be shunted back to the departments. But even in this short time it became obvious that serious difficulties were arising from the lack of central control.

During and after the Second World War the volume of records created grew so fast that the necessity for action became clear, but the course of action was not nearly so obvious. The Public Records Committee was formed in 1945 to help in guiding and controlling records policy, and its first charge was to explore the possibility of developing a Public Records Office as recommended by the Royal Commission of 1912. Nothing was done, however, until in 1949 William Kaye Lamb became Dominion Archivist.

Dr. Lamb in his first year at the archives outlined his plans for a Records Centre to the Royal Commission on Arts and Sciences and again in his annual report to the minister. Two years later specific plans began to be laid, and in three more years construction of the building was begun.

The Centre has a twofold task. First, it offers safe, economical storage for the vast number of dormant files in the many government departments and crown corporations in the Ottawa area, providing a ready reference to these files. Second, the Centre is attacking the problem of getting rid of the great accumulation of dead records now stored away in offices, attics, and basements all over Ottawa.

The accessioning procedure is simple. A telephone call from a department usually results in a visit from W. W. Bilsland, head of accessions. He fills out a comprehensive Records Transfer Request. The boxing of the records in cubic-foot corrugated cardboard boxes is done jointly by the Centre and by departmental personnel; this ensures joint responsibility for arrangement. The Public Works Department does most of the moving in bulk; smaller batches are transferred by the Centre's panel truck. In the Centre a shelf list is prepared and one copy of the shelf list together with a copy of the Records Transfer Request is sent to the Department.

The Reference Section prides itself on a 3-hour service on loans of files to any of the departments in central Ottawa. Requests come in by phone to D. T. W. Shadd, head of the section, and are recorded in duplicate on a Control and Request slip, one copy of which goes with the clerk and is slipped into the transparent pocket on an "Armorclad" charge out. The other copy goes with the file, is signed as a receipt, and returned to a tickler file. Instead of borrowing files, departments may send members of their staff to the Centre to use the files there; search rooms are available in the office area. Or departments may ask the staff of the Centre to do brief researches on their files.

A disposal section will be formed at the Centre in the near future.

In its very brief career the Centre has already served 16 departments and crown corporations and accessioned over 28,000 cubic feet of records. By the first of July 23,250 square feet of floor space in departmental offices had been cleared and equipment with an approximate replacement value of $32,000 had been released. In the month of June 263 loans and 39 interfiles were made.

The 1949 Archives annual report predicted that the Records Centre "would provide an orderly solution of the public records problem at minimum cost." We are now working to fulfil that prediction.

An important new book from Chicago —

MODERN ARCHIVES

Principles and Techniques

by **T. R. SCHELLENBERG**
Director of Archival Management
National Archives

A COMPLETELY authoritative study — for every practicing archivist, for research librarians, for all custodians of records in schools, government, and industry. . . . A notable summary of the latest devices the archivist must use in recognizing valuable documents, classifying and filing them, and ultimately arranging for their publication and use. . . . A comprehensive examination of how archivists can most effectively meet the challenge of preserving contemporary documents that are to serve as basis for tomorrow's understanding of today's public affairs. *$5.00*

THE UNIVERSITY OF CHICAGO PRESS
5750 Ellis Avenue Chicago 37, Illinois

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

Modern Archives; Principles and Techniques, by T. R. Schellenberg. (Melbourne, F. W. Cheshire; London and Wellington, Angus & Robertson, Ltd., 1956. Pp. xv, 248. 37s. 6d.)

This compact and well written book is, at least in the opinion of the reviewer, the most significant and useful statement yet produced on the administration of modern records and archives. It had its origin in the lectures by Dr. Schellenberg in Australia and New Zealand during the course of a visit of 7 months in 1954 under the Fulbright program. It marks the advanced stage reached by the rapidly maturing profession of archivist in the United States in the brief span of 20 years since the creation of the National Archives Establishment. Dr. Schellenberg, Director of Archival Management at the National Archives, is admirably qualified to present with authority the results of the experience, in which he had an active and leading part, gained during this period.

The book is in three parts. Part 1, introductory in character, deals briefly with the importance of "archival institutions," the nature of archives and their relationship to libraries and their contents, and the interest of archivists in the management of records. Part 2 is devoted to record management, including production controls, principles of classification, registry systems and American filing systems, and problems of the disposition of records. Part 3, entitled Archival Management, is much the longest. Its seven chapters bear the headings, respectively: Essential Conditions of Archival Management; Appraisal Standards; Preservation Practices; Principles of Arrangement; Description Practices; Publication Programs; and Reference Service.

Throughout the book Dr. Schellenberg maintains an international point of view and makes good use of his knowledge of the archival practices and policies of such other countries as England, France, Germany, and the Netherlands and of the extensive literature of the subject. The book is devoted to *modern* records and archives, quite properly, because they are common to the United States and to Australia and because, even in the countries whose archives have their origins in the Middle Ages or earlier, modern archives present the most urgent problems.

Since the organization of the text centers on the distinction between *archives* and *records* it is important to know how Dr. Schellenberg defines each of those categories. His definitions (p. 16) are as follows:

> *Records*: "All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any public or private institution in pursuance of its legal obligations or in connection with the transaction of its proper business and preserved or appropriate for preservation by that institution or its legitimate successor as evidence of its functions, policies, decisions,

procedures, operations, or other activities or because of the informational value of the data contained therein."

Archives: "Those records of any public or private institution which are adjudged worthy of permanent preservation for reference and research purposes and which have been deposited or have been selected for deposit in an archival institution."

However much opinions of these definitions may vary, for definitions are controversial matters among archivists, there can be only general approval of Dr. Schellenberg's insistence on the legitimate concern that archivists must have for the efficient management of records in their prearchival stage and for their classification and organization, the control of their production, and the simplification of the work processes and record procedures of the agencies that produce them. Also, when it comes to the disposition of an agency's records, it is obvious that the archivist who is to receive and administer them must have a controlling voice in the selection of those to be permanently preserved.

In the chapter of part 2 on Classification Principles, Dr. Schellenberg shows himself a firm upholder of the *principe de provenance* and maintains that the classification of records should respect the organizational structure and the functions of the agency producing them as well as the subject matter of its operations. Any system of classification should be on an *a posteriori* basis of experience rather than on an *a priori* basis of theoretical considerations; it should be consistent throughout and the "facilitative" activities of the agency should be distinguished from its "substantive" activities. Also the system must be kept current, adjusted to changing needs (pp. 62-64).

The chapter headings of part 3, Archival Management, have been listed above. In the first of these chapters, Essential Conditions of Archival Management, Dr. Schellenberg deals with various problems of a general character and presents his own interesting views. The archival administration "should be given a place in the governmental hierarchy that will enable it to deal *effectively* with all other agencies of the government" (p. 121), and its "responsibilities with respect to public records should be carefully defined in law" (p. 122). "An archival institution should be organized, in the main, on a subject-matter, not a functional basis," its staff being "assigned archival work on the basis of its relation to subject areas or fields of enquiry, not on the basis of its specialized professional nature" (p. 126). "An archivist should have, first, a broad general training in some field of learning, and secondly, a specialized training in archival principles and techniques" (p. 130). "The best preliminary training that an archivist can have, in my opinion, is advanced training in history" (p. 131). This reviewer would prefer to think of *education* rather than of "*training* in some field of learning," and doubtless that is what Dr. Schellenberg would think also, for he himself is a shining example of the educated, not merely trained, archivist.

The chapter on Principles of Arrangement is summarized in four conclusions (pp. 187-193), each of which is modified by the initial phrase "As a rule": (1) "modern public records should be kept in separate units that correspond to their source in a governmental agency"; (2) "the holdings of an archival agency should be divided for purposes of administration into a number of units or groups," chiefly according to provenance; (3) "modern records that are preserved for the evidence they contain of organization and function should be maintained in the order given them by the agencies"; and (4) "modern records that are preserved for their informational content — without reference to their value as evidence of organization and function — should be maintained in whatever order will best serve the needs of scholars and government officials."

In the final chapter, Reference Service, Dr. Schellenberg summarizes the reasons of public interest for not permitting access to certain types of public records (pp. 227-231): (1) "records containing military information that affects the present or future security of a nation"; (2) "records relating to the conduct of foreign affairs in the immediate present"; (3) "records containing confidential business and financial information"; and (4) subject to exceptions, records containing information of a personal or private sort detrimental to individuals or to their immediate families.

Dr. Schellenberg's book, of which this account is incomplete and inadequate, is soon to be published in the United States by the University of Chicago Press. It should be read, pondered, and owned by all who profess a concern for our public records. As the reviewer has read through it, he has recalled the ambitious plans, formulated in the early 'teens of the present century, for a Manual of Archival Economy for the Use of American Archivists (see *American Archivist*, 13: 117-18, Apr. 1950). The failure to realize these plans, remorsefully regretted by their authors and perhaps by others, may not have been, after all, a national misfortune. For such a manual, compiled in those years, would have been founded largely on vicarious experience and theoretical considerations. Dr. Schellenberg's book is not a manual of do-it-yourself instructions. It is much more and far better, the expression of practical wisdom based on experience and distilled by reflection.

WALDO GIFFORD LELAND

American Council of Learned Societies

City of Philadelphia, Department of Records. *Annual Report*, 1955. (Philadelphia, the Department, 1956. Pp. 55. Processed.)

This report is another chapter in the continuing story of Philadelphia's pioneering efforts in records administration. There is little doubt but that Philadelphia, the only major city in the country to have a Department of Records, is the bellwether of American municipal records control.

The 1955 report is an improvement in many respects over its 1954 counterpart. In particular the charts and illustrations are more meaningful and the operational details are more explicit. The occasionally awkward phrase, an occupational hazard in this type of publication, is not too noticeable. The report could have benefited somewhat through the ministrations of an able editor to pull the several parts into a more coherent unity. Nevertheless, its basic purpose of informing other city departments and interested outsiders of the progress of the Department of Records is adequately accomplished.

The report covers the operation of each of the department's units — the Deeds Division, the Archives Division and its Record Center, and the Form

Control and Records Service Division — and ends with a summary of achievements, plans, and problems. It is significant that even here in the most enlightened area of municipal records administration we find problems of space and budget. Like so many other records establishments, having sold themselves once, it is necessary to sell the advantages of such a program once again. The financial summary at the beginning of the report would assist this purpose better than it does were it more explicit and detailed, particularly with regard to receipts and expenditures in the organizational components of the department.

It seems regrettable that, with so many American municipalities facing problems similar to those in Philadelphia, more of them do not examine thoroughly this example of an intelligent operating program before investing heavily in the services of professional consultants. Perhaps this report will help effect such a move.

Richard Ruddell

Ford Motor Company Archives

Australia. *Fourth Annual Report of the Commonwealth Archives Committee.* (Canberra, Jan. 1956. Pp. 10, appendixes. Processed.)

This report covers the activities of both the Archives Committee, which has supervisory powers over Australian records and archives, and the Archives Division of the National Library, which is the Archival Authority, for the period January 1 to June 30, 1955. Operational statistics are given for the full year July 1, 1954, to June 30, 1955.

The Archives Committee, under the chairmanship of C. E. W. Bean, has revised the statement defining the relative responsibilities of the departments and the Archival Authority in regard to the control of public records. Among other definitions, the statement clarifies the nature of intermediate records as noncurrent records which cannot be destroyed either because they possess continuing temporary value or because they are assessed as suitable, after further screening, for inclusion in the Commonwealth Archives. The Archives Committee also recommended to the departments a more liberal policy in granting access to archives in the National Library for unofficial research purposes. It suggested that, in general, archives more than 50 years old be made available and that more recent ones be subject to restrictions imposed at the time of transfer from the departments to the National Library. The committee is still investigating the question of control of the permanent archives system.

The Archives Division of the National Library under I. Maclean has in its custody 79,389 running feet of records, located in Canberra and 5 regional depositories. Of this quantity, 6,781 feet were accessioned during the year. Sixteen new or revised disposal schedules for the departments were approved, and one departmental handbook on the disposal of records was issued. The Public Service Board approved a reorganization of archival personnel that allowed for some expansion and defined the duties of each officer.

Francis J. Heppner

National Archives

Australia. *Archives and Manuscripts; the Journal of the Archives Section, the Library Association of Australia.* Vol. I, No. 1. (Canberra, Archives Division, Commonwealth National Library, November 1955. Pp. 22. Processed.)

Australia. *Bulletin of the Business Archives Council of Australia.* No. 1. (Sydney, Faculty of Economics, University of Sydney, May 1956. Pp. 44. Processed.)

Two new journals reflect the growth of the archival profession in Australia.

The first of these is published by the Library Association of Australia, which maintains branches in the six Australian states and in the Capital Territory and which in its general meeting in Melbourne in July 1950 organized an Archives Section. The first issue of the semiannual journal produced by this section carries two articles: one on "The Problem of Local Records," by Keith Penny, which contains an analysis of the arrangements made for the care of local records in England, with observations on their application to the local records of Australia; the other on "Manuscripts in the Mitchell Library, Sydney; a Description of their Organization," by Phyllis Mander-Jones and S. Mourot, which contains an analysis of the methods followed in arranging and describing manuscripts in the well-managed Mitchell Library. Minutes of the meeting at Brisbane on August 24-25, 1955, a list of members, and notes and news are included. It is good to see a journal published by the archivists of Australia.

The second of the journals is published by the Business Archives Council of Australia, which was formed in recent years to promote the study of business history, to preserve and make available for use business records, and to issue suitable publications. Its professional journal is issued semiannually, and its aim "is to further that rapprochement between the academic and the businessman, by giving news of the Council's activities, plans for further development and of research in business history." Its first issue contains articles on "The History of David Jones Ltd.," by Sir Charles Lloyd-Jones; "A Note on Archives in New Zealand," by Marjorie G. Jacobs; "The Classification and Description of Business Records," by David S. Macmillan; "The History of Unilever; a Review Article," by Alan Birch; reviews of several books; and a statement on the activities of the New South Wales branch of the Business Archives Council of Australia. The *Bulletin*, which is edited by Alan Birch of the University of Sydney, is issued in an attractive format and should help greatly in achieving the commendable objectives of the council.

T. R. Schellenberg

National Archives

Australia. Commonwealth National Library, Archives Division. *Proceedings of the Archives Management Seminar Held at Canberra, July [12 - 23] 1954.* (Canberra, Nov. 1955. Pp. 112. Processed.)

Australia. Commonwealth National Library, Archives Division. *Proceedings of the Records Management Seminar Held at Canberra, July 26th - 30th, 1954.* (Canberra, Oct. 1955. Pp. ii, 77. Processed.)

These two volumes stand as a tribute to the achievements and aspirations of Australian archivists and should be read by all in the archival field who have an interest in what goes on beyond their own immediate surroundings. They point to the eventual establishment of a national archives service in an archivally young country, which, if it follows the guidance to be found within these pages, bids fair to grow to lusty stature.

Both volumes are condensed versions of seminars held in Canberra in July 1954, during the visit, on a Fulbright grant, of T. R. Schellenberg as archival adviser to the Commonwealth and state governments, when an opportunity was taken to bring together in fruitful discussion a high proportion of Australia's practising archivists and some observers. Thus they contain not only an interesting record of archival practices in Australia but an indication of the way in which the Dominion hopes to realize its archival potential.

The first volume, covering 10 sessions, is prefaced by a brief but useful note on archival organization in Australia. The topics discussed were the interconnection of registry and archives; the selection of archives for preservation; practices in accessioning, arranging, classifying, and describing archives; the provision of finding aids; the training and best use of personnel; archival legislation; physical custody; and cooperation between repositories. The proceedings are followed by eight appendixes dealing with archival and records management practices of the Commonwealth Government and of the states of New South Wales, Western Australia, and Tasmania; a glossary of terms used in the seminar; a plan for a guide to Commonwealth and state archives, pre-1900, to be published in September 1956; and brief recommendations on the training of archivists.

The second volume, covering only 6 sessions but more ample in content, includes discussions on the place of the registry in departmental records management; methods of controlling registration of correspondence; subject relationships in filing practice; the criteria for the selection of documents for permanent archival preservation; cooperation between department and archival authority in selection and disposal; and the control of semicurrent records. Again the proceedings are followed by appendixes, which were used as a basis for discussion at the relevant time, on the arrangements for the control of the public records of the Commonwealth Government, with examples of disposal schedules; a comparative study of the techniques used in controlling correspondence and similar records in Australia, Great Britain, Germany, and the United States; subject relationships and filing practice; and the criteria and procedures for the selection of records for permanent retention.

It is a rare thing to have such an opportunity to find on record for all to read so clear a statement of practice and aims, freely discussed; and it is to the credit of the Australian Archival Authority that these proceedings have been issued.

Of the two, the second is probably the more interesting reading. It shows clearly the cardinal principle, which underlies so much archival work, that the way in which records are organized in active life will govern their arrangement and the procedures of selection, classification, and description at a later date.

One evident need, if aim is to become achievement, is for a separate National Archives for the Commonwealth and a clearly defined legislative basis; the present system of the National Library as Archival Authority hardly accords with the facts and needs of the situation. Another problem awaiting solution is the provision of adequate training facilities for archivists in Australia. On these will turn the ultimate success of what has already been achieved.

PETER WALNE

Berkshire Record Office
Reading, England

Applying Records Schedules; Records Management Handbook. (Washington, National Archives and Records Service, 1956. Pp. 23. Processed.)

This handbook, written for the use of records officers and records custodians of Federal agencies, is a basic text on the systematic application of records disposition schedules. It presents in concise form all the operational steps that must be sequentially followed if the maximum value of records control schedules is to be realized. Although considerable information is available on the topic, this handbook has combined the basic theories previously presented into easily read and easily followed procedures. For some records officers and records custodians the material presented may appear to cite the obvious. Operational personnel, however, can use the handbook whether their records holdings are large or small. The basic strengths of the presentation are these: it is inclusive, it is systematized, and it has sufficient sample schedules to clarify what should be done in applying the principles stated.

Most records controls schedules are the result of careful planning, but they frequently are accompanied by loose "followup" procedures. The handbook presents four major checks to measure the effectiveness of a disposition program. These checks fulfill the requirement stated by the author that such controls should be simple and should require as little time and effort in field offices as possible. The four major checks listed include a reports system, an inspection or audit system, tickler files, and procedural requirements that records officers approve requests for filing space and equipment. This last mentioned check, where it has been employed, has usually proved to be one of the most effective devices to insure the systematic application of records schedules. It is doubtful, however, that this type of authority will be given to many public records officers outside the Federal structure. The 15-item check list supplied for use in the review of the disposition program of an agency or an operational unit can be used, with minor modifications, by anyone having records management responsibilities. This handbook satisfies a long-existing need in the records management field. It is hoped that similar handbooks will continue to be issued by National Archives and Records Service.

VERNON B. SANTEN

Division of the Budget
New York State

Louisiana Archives Survey. *Report No. 1; Survey of Public Records*, compiled by John C. L. Andreassen in consultation with Edwin A. Davis, under the direction of Wade O. Martin, Jr., Secretary of State. ([Baton Rouge, Secretary of State, 1956.] Pp. xxxiv, 486, maps, appendixes, index. Processed.)

Louisiana Archives Survey. *Report No. 2; Findings and Recommendations*, by John C. L. Andreassen and Edwin A. Davis, under the direction of Wade O. Martin, Jr., Secretary of State. ([Baton Rouge, Secretary of State], 1956. Pp. 21., illus.)

On July 7, 1954, the Governor of Louisiana approved an act authorizing a survey of the "State, Parish, Municipal, Colonial, Territorial and Federal records" of that State and appropriating the sum of $20,000 to defray the costs. A short time later Wade O. Martin, Jr., the secretary of state, to whom the task was assigned, selected as associate director John C. L. Andreassen, former director of the Louisiana Historical Records Survey, and as chief consultant Edwin A. Davis, head of the history department of Louisiana State University. And now, well in advance of the appointed time, these three men submit their findings to the legislature, with the recommendation that the inadequate Department of Archives of Louisiana State University be replaced by a full-fledged State archives and records service agency. It would be difficult to conceive a more intelligent approach to the solution of one of the most serious, yet often unrecognized, problems of modern State administration.

The first of these two reports attempts to carry out the requirement of the 1954 law that a survey be made of all "records, documents and papers, located within the state and not in current use by the state or any of its departments, boards, public corporations, commissions, agencies, municipalities or subdivisions, with the view of ascertaining the condition, location and availability of such records, documents and papers and their historical and practical significance and value." Wisely accepting the fact that a literal interpretation of this injunction would have imposed an impossible task within the time allowed, Mr. Andreassen has taken a number of short cuts. For example, he has adopted in general the widely varying distinctions made by individual officials between current and noncurrent records, and his method of estimating the physical volume of the records does not always come up to his own high standards. On the other hand, by drawing upon the great fund of information which he acquired through his work with the Historical Records Survey and by utilizing other sources fortunately at hand, he has been able to include brief histories of the State and local agencies that were not prescribed by the lawmakers. The first report unquestionably serves its purpose, and that is the important thing.

The second report briefly summarizes its companion piece and presents a forceful plea for the establishment at once of an archives and records service agency. After pointing out that in some States this agency has taken the form of a separate department while in others it is a subsidiary of one of the older departments, the authors recommend that in Louisiana it be made a part of the office of the secretary of state, because (1) "that officer is historically the State's chief records officer and (2) any new agency would benefit from the central administrative services already established." The experience of the reviewer leads him to believe that an independent department is greatly to be preferred; but, after all, this is a matter of opinion.

J. H. Easterby

South Carolina Archives Department

Government of Northern Ireland, Public Record Office. *Report of the Deputy Keeper of the Records for the Years 1951, 1952 & 1953.* (Belfast, 1956. Pp. 309.)

This report is a brief account of activities of the Public Record Office for Northern Ireland. Of interest are the references to the first attempt in 1953 to establish a register of archives in Northern Ireland and to that ever-present problem of insufficient space for valuable records.

The report deals for the most part with accessioning activities — the acquiring of documents or collections of documents from private individuals and from official sources (some of these records are dated as recently as 1953), or through making photographic copies or extracts of records in the British Public Record Office, the British Museum, and other depositories.

The major contributions of the report are the descriptive entries of accessions and the index to documents (other than normal increments) acquired from 1949 to 1952. The descriptions of the records give the usual information, such as inclusive dates; subjects, areas, or persons to which the records relate; the type of documents; their origin; and the source from which they were accessioned. Information is also provided regarding historical events or political and economic conditions to which the records relate or which tend to place the documents in proper perspective. Thus the researcher has excellent background data against which he can weigh the possible value of the records for his project.

The descriptions include qualitative evaluations of the records, such as statements to the effect that certain correspondence "is not of great value." Also, comments regarding some of the correspondents are included, as in the case of one Guy Stone — "But Guy Stone was more than a farmer. He cultivated the things of the mind." It may be questioned if such subjective statements can be considered as adding greatly to one's knowledge of the records.

The index, which covers chiefly documents dated prior to 1800, comprises most of the report. It includes names of individuals, places, and organizations, as well as subjects.

On the whole the report will be found of value to persons interested in genealogical research or in political, social, and economic conditions within

Ireland, as well as in relations between that country and America, Great Britain, and the Continent.

Homer L. Calkin

Arlington, Va.

A Guide to Seals in the Public Record Office. (London, H. M. Stationery Office, 1954. Pp. x, 67, illus. 4s.)

Students of English administrative history as well as of sigillography, heraldry, and genealogy will welcome the publication of this indispensable aid to research. The seals in the Public Record Office, the number of which is enormous though not certainly known, form a potentially rich source of material which has been difficult to tap. A card catalog is being prepared as circumstances permit, but limitations of staff and funds seem likely to delay indefinitely both its completion and its publication. Hence the decision to publish this brief *Guide.*

The volume is divided into two parts, the first of which contains an all too brief introduction by Hilary Jenkinson on the use and making of seals. Sir Hilary confines himself to English procedure. The introduction deals with such subjects as the making of matrixes and the size, shape, materials, colors, methods of attaching, and styles and designs of seals. A number of interesting questions are considered, as, for example, the period when seals first came into use by the less important people. The introduction is in fact a mine of information, much of which has administrative significance. It is illustrated by 12 carefully selected plates.

Part 2 contains the guide proper; for this H. C. Johnson is primarily responsible. The purpose of the guide is modestly stated: "to direct the Student to the Classes of Public Records in which he is most likely to find the particular type of Seal in which he is interested." Some pieces of general advice to the student are offered as to the location and incidence of particular types of seals. Of especial value is the brief section (p. 37-38) entitled "Expectations and Disappointments."

Five categories of seals are discussed: royal seals; other official seals of central and local government; seals of semipublic or private institutions such as colleges, trade guilds, companies, and hospitals; private and personal seals; and ecclesiastical seals. An account, necessarily general and based mainly upon those classes of records which have been examined for seals, is given of the classes of records in which examples of each category of seal are to be found. There is some helpful incidental information, as, for example, on the procedure in the use of the signet. Although the bulk of the guide deals with English seals, there is a section on foreign seals, a very large number of which are to be found in the Public Record Office.

Catherine Strateman Sims

Agnes Scott College

Historical Manuscripts Commission. *Bulletin of the National Register of Archives*, No. 7. ([London], H. M. Stationery Office, Winter 1955. Issued by the National Register of Archives, Public Record Office, Chancery Lane, London, W. C. 2. Pp. 30.)

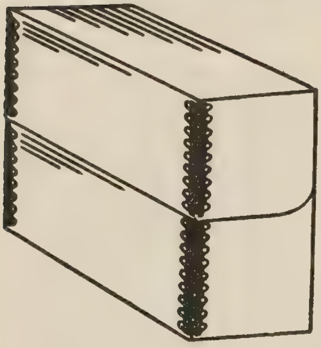
The National Register of Archives was set up in July 1945 as a part of the Historical Manuscripts Commission. This bulletin, with a foreword by R. L. Atkinson, secretary of the commission, contains a summary of the activities of the Register since its inception, written by W. D. Coates, Registrar. These activities are impressive. The Register was established to collect and summarize information about private archives without any limitation of date. With a skeleton staff and a considerable amount of enthusiasm, the Register has been successful in organizing committees of local helpers in nearly every county in England and Wales. In the course of hundreds of inspections many valuable collections have been saved from destruction and made available to scholars; long loan deposits, usually in county record offices, have been arranged; and some 8,000 reports have been compiled and filed at the Register's headquarters. This is a remarkable achievement. Parish (43.2%) and family (41.5%) papers constitute the main categories of records with which the Register has been concerned, with the remainder accounted for by papers of local authorities (3.2%), hospitals and charities (1.9%), schools and colleges (6.9%), clubs and societies (1.5%), and business firms (1.8%).

The rest of the bulletin affords more specific indications of the activities of the Register. There is a section on county activities during the past year, an index to 90 titles of accumulations summarized, a section containing summaries of selected reports arranged by counties, another on inspections by the general staff, and, finally, a list of county honorary secretaries.

G. P. CUTTINO

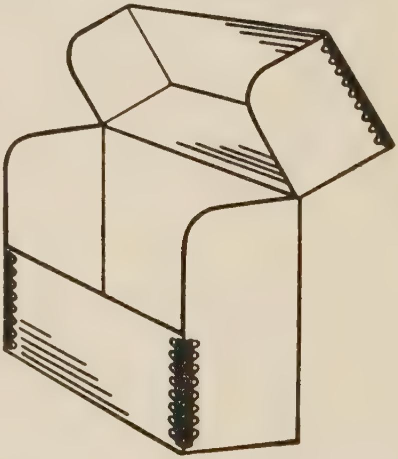
Emory University

FIBREDEX



Better containers for
Display, Handling and
Storage of Library Materials

Unique Metal Edge Construction Strongest by any test.
Super Fibre Board Toughness and Durability unequalled.
No Paste or Glue to Attract Vermin



Document Case
Used extensively by the National Archives, the Library of Congress, State Archives, and Historical Societies.

ONE PIECE CONSTRUCTION HINGED LID, REINFORCED BOTTOM, SUPER FIBRE, DARK BLUE AND LIGHT GRAY.

Write for free circular illustrating other Fibredex cases

THE HOLLINGER CORP.
3834 S. Four Mile Run Drive
ARLINGTON, VIRGINIA

Writings on Archives, Current Records, and Historical Manuscripts, June 1955-May 1956

By LESTER W. SMITH

National Archives

THIS annual bibliography is the fourteenth compiled under the auspices of the Committee on Bibliography of the Society of American Archivists. Its content and chronological scope are indicated in the title. In addition, it includes a few items dated prior to June 1955 but issued after that date or not available earlier for examination. Like its predecessors, it is a selected list of references that does not include unpublished items, historical documentary publications, reports of libraries and historical institutions giving but a few lines to manuscripts accessions, and items appearing in news notes, unless unusually important. This year's bibliography continues to give records-management and pertinent office-management publications careful attention, on a highly selective basis. The listing of foreign archival publications continues to be highly selective also, in view of the international bibliography being published in *Archivum.*

The bibliography is classified broadly by subject. An outline of the headings precedes the list. It should be noted that, as in former years, items relating to technical aspects of the use of photography and to the reproduction of research materials are placed in class VIII, while items relating primarily to the use of photography for purposes of original recording and records management are entered in class II A.

Such cross references as are necessary are provided at the ends of the several sections of the bibliography. The compiler is indebted to Grace Quimby for assistance in compilation and to Eleanor M. Walden for typing the manuscript.

I. General Literature
II. Filing Techniques and Management of Current Records
    A. General Discussion
    B. Machine Techniques in Office Operations and in Information Processing
III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
    A. United States in General and Federal Government
    B. State and Local
    C. Foreign Countries
    D. International Organizations

IV. Buildings and Equipment for Archival and Manuscript Depositories
V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
    A. General Discussion
    B. United States in General and Federal Government
    C. State and Local
    D. Foreign Countries
VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
IX. Service, Use, and Publication of Records and Historical Manuscripts
X. Special Physical Types of Records and Historical Manuscripts
XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

I. GENERAL LITERATURE

1. ANNALES DES ANTILLES. No. 1. 1955- . Fort-de-France, Martinique, Société d'Histoire de la Martinique, 1955- . A new journal published for the Society at the Archives of Martinique.
2. ARCHIVES and manuscripts; the journal of the Archives Section, the Library Association of Australia. Vol. 1, no. 1. Nov. 1955- . Canberra, Archives Division, Commonwealth National Library, 1955- . To be published semiannually.
3. BALIGA, B. S. The importance of archives for national reconstruction. *Indian archives*, 8:95-99 (July-Dec., 1954). Urges the value of archives for governmental administration at the planning level.
4. [BAUTIER, R.-H.] Bibliographie analytique internationale des publications relatives à l'archivistique et aux archives, publications parues en 1953. *Archivum*, 4:217-289 (1954).
5. BAVARIA. ARCHIVVERWALTUNG. Mitteilungen für die Archivpflege in Bayern. 1955, Heft 1/2. München, 1955- . First issue in expanded form.
6. BORN, LESTER K. The De Archivis Commentarius of Albertino Barisoni (1587-1667). *Archivalische Zeitschrift*, 50/51:13-22 (1955). Suggests that this work, published in 1737, was written between 1619-36, perhaps 1625-31, and therefore was possibly the first separate work on archives, antedating Baldassare Bonifacio's *De Archivis*, 1632.
7. BUSINESS ARCHIVES COUNCIL OF AUSTRALIA (NEW SOUTH WALES BRANCH). Bulletin. [No. 1]. May 1956- . Sydney, 1956- . To be published semiannually, the *Bulletin* is intended to report news of the Council's activities, plans for future development, and progress in research in business history.
8. CAPPON, LESTER J. Historical manuscripts as archives: some definitions and their application. *American archivist*, 19:99-110 (Apr., 1956).
9. ELLIS, ROGER AND WILLIAM KELLAWAY. A bibliography of the writings of Sir Hilary Jenkinson. *Archives*, 2, no. 14:329-343 (Michaelmas, 1955).
10. FACIUS, FRIEDRICH. Amtliche Drucksachen; ein Grenzgebiet zwischen Archiven and Bibliotheken. *Der Archivar*, 8:col. 209-226 (July, 1955). Discusses the relationship between published government documents and government archives, with particular reference to the Bundesarchiv at Coblenz.

11. Germany (Democratic Republic, 1949-). Staatliche Archivverwaltung. Archivmitteilungen. 5. Jg., Heft 1. 1955- . Berlin, 1955- .
12. [Grover, Wayne C.] The archivist's code. *American archivist*, 18:307-308 (Oct., 1955).
13. Grover, Wayne C. Government records for research. *Responsible freedom in the Americas*. Ed. by Ángel del Río. New York, Doubleday & Co., 1955. 554 p. p. 303-313. (Columbia University, *Bicentennial conference series*, "Man's Right to Knowledge and the Free Use Thereof.") A paper read at a conference held in October 1954 as part of the bicentennial program of Columbia University. Discusses factors in the historical development of access to public records, chiefly with regard to those of the United States Government, and the present situation with regard thereto.
14. Harlow, Neal. Managing manuscript collections. *Library trends*, 4:203-212 (Oct., 1955). Relates to the management of manuscript collections in libraries.
15. Interagency Records Administration Conference, *Washington, D. C.* Observations on records practices in other countries. [Washington, 1955] 20 p. Meeting of May 20, 1955. Speakers: Theodore R. Schellenberg and Herbert E. Angel of the National Archives and Records Service and Arthur E. Young of the Records Management Service, Region 3, General Services Administration. Reports on experiences as lecturers in, respectively, Australia, Iran, and the Philippines.
16. International bibliography of historical sciences. Twenty-first volume, 1952. Paris, Librarie Armand Colin, 1954. 351 p. Edited for the International Committee of Historical Sciences. References relating to archives appear on p. 19-21, and to libraries and museums on p. 21-23.
17. Kane, Lucile. A guide for collectors of manuscripts. *History news*, 11, no. 2:11-13 (Dec., 1955); no. 3:19-21 (Jan., 1956). A revision of the 1951 version.
18. Kownatzki, Hermann. Archivgesetz und Stadtarchive. *Archivalische Zeitschrift*, 50/51:207-215 (1955).
19. Kromnow, Åke. Arkivhandböcker; Nordisk litteratur. *Tidskrift för dokumentation*, 10, no. 4:48 (1954). A brief discussion of Scandinavian manuals on archives.
20. Masterson, James R., *ed.* Writings on American history, 1951. Comp. for the National Historical Publications Commmission. [Washington, 1956] 544 p. (American Historical Association, *Annual report for the year 1953*, vol. 2. Also published as 83d Cong., 2d sess., *H. Doc.* 477, pt. 2). Items relating to historiography and allied disciplines are listed on p. 1-5; to lists and descriptions of historical materials, on p. 11-38; and to repositories and custodians of historical materials, p. 38-46.
21. Meisner, Heinrich O. Archive, Bibliotheken, Literaturarchive. *Archivalische Zeitschrift*, 50/51: 167-183 (1955). A discussion of similarities and differences between archives, libraries, and literary archives.
22. Meisner, Heinrich O. Grundzüge einer deutschen Archivterminologie. Referentenentwurf des Ausschusses für deutsche Archivsprache, bearbeitet von Heinrich Otto Meisner and Wolfgang Leesch. [Berlin, Deutcher Zentralverlag, 1955] ·14 p. ("Beilage zu: 'Archivmitteilungen' [herausgegeben von der staatlichen Archivverwaltung in der Deutschen Demokratischen Republik] V. Jahrgang 1955, Heft 4."). A glossary of archival terminology. Comments by the compiler and others on problems of definition appear in *Der Archivar*, 8: col. 347-360 (Dec., 1955).
23. Mikoletzky, Hanns L. Ein Brief Heinrich von Sybels über Aktenentlehnung. Probleme zur Diskussion. *Archivalische Zeitschrift*, 50/51: 223-225 (1955).
24. Panhuysen, G. De verhouding van de archivaris ten aanzien van het zognaamd "lopend" archief, dat onder het beheer van de administratie wordr gevormd [with comments by 9 others and rejoinder by the author]. *Nederlands archievenblad*, 60: 22-28, 45-78 (1955/56). Discusses the relation of the

archivist to the current records that will eventually come under his authority, and the problems of management of records by different offices at different stages of record-keeping.

25. Radoff, Morris L. What should bind us together. *American archivist*, 19: 3-9 (Jan., 1956). The presidential address read at the annual meeting of the Society of American Archivists, Nashville, Tenn., October 10, 1955, discussing the relationship between the archivist and the records manager.
26. Schellenberg, Theodore R. Applying American archival experience abroad. *American archivist*, 19: 33-38 (Jan., 1956). An address delivered at the annual meeting of the Society of American Archivists, Nashville, Tennessee, October 11, 1955, based on the author's observations in Australia, New Zealand, and Europe.
27. Schellenberg, Theodore R. Modern archives; principles and techniques. Melbourne, F. W. Cheshire [1956] 248 p. A treatise on the care of modern public records both in current use by the government and in archival custody. An outgrowth of the author's Fulbright lectures in Australia.
28. Schiff, Robert A. The archivist's role in records management. *American archivist*, 19: 111-120 (Apr., 1956). A paper read at the annual meeting of the Society of American Archivists, Nashville, Tenn., October 10, 1955, discussing the relationship between the records manager and the archivist.
29. Smith, Lester W., *comp.* Writings on archives, current records, and historical manuscripts, June 1954-May 1955. *American archivist*, 18: 348-376 (Oct., 1955).
30. U. S. National Archives and Records Service. Glossary of records terminology. [Washington] 1956. 31 p. A preliminary draft.
31. Vollmer, Gisela, *comp.* Bibliographie zum Archivwesen für die Jahre 1953 und 1954. *Der Archivar*, 9: cols. 97-120 (May, 1956).

II. Filing Techniques and Management of Current Records

A. General Discussion

32. American Management Association. Controlling office production: methods, machines, systems. New York [1955] 63 p. (*Office management series*, no. 140).
33. American Management Association. Improving office reports, manuals, and records; with a paper on office communication. New York [1955] 54 p. (*Office management series*, no. 141).
34. Attachment makes diazo duplicates of microfilm. *Product engineering*, 27: 221 (Mar., 1956).
35. Baird, D. G. There's money in forms control; Ford Motor Company. *American business*, 26: 12-13 + (Mar. 17, 1956).
36. Barcan, Arthur. Records management and the "paperwork age." *Business history review*, 24: 218-226 (Sept., 1955). Describes the "controlled record keeping program" developed by the National Records Management Council, employing the techniques of the "time capsule," the "continuity profile," and the "time capsule index."
37. Beach, Terry. "Physical location of active records." [n. p.] 1955. 15 l. A training lecture prepared in August 1955, suitable to use with slides or flip charts, by the then chief, Current Records Branch, Records Management Division, National Archives and Records Service.
38. Brooks, Philip C. Banco Nacional de Panama; informe sobre los archivos (incluye esquema, indice y explicaciones), Panamá, 19 de Noviembre de 1955. Panama, 1955. [35] l. Prepared by the author as "Asesor en el Manejo de Archivos, Misión de la Universidad de Tennessee." Comprises new filing scheme for the institution, with index, recommendations, explanations, and sample disposition schedule.

39. Brown, Leland. Effective business report writing. Englewood Cliffs, N. J., Prentice-Hall, 1955. 446 p. Includes bibliographies.
40. Canada. Civil Service Commission. Manual of forms design and control, prepared by Organization and Methods Service. Ottawa, 1955. 61 p.
41. Canada. Civil Service Commission. Manual on filing services, prepared by Organization and Methods Service. Ottawa, 1955. 42 p.
42. Carrithers, W. M. Installing a clerical quality control program; A. B. Dick Company. *Management review*, 44: 366-367 (June, 1955).
43. Conference on Records Management, *New York University*, 1955. Proceedings of the second annual Conference on Records Management, September 19-20, 1955. Ed. by H. W. MacDowell. [New York] New York Univ. [1955] 79 p. (New York University, *Business series*, no. 25). Sponsored jointly by the University and the National Records Management Council. Contents. — The stake of top management, by R. A. Schiff; The electronic age of the paperwork era, by C. B. Stauffacher; A case study in integrated controls, by A. M. Pelham; The human factors in implementing and integrating records control, by T. W. Costello; A report of seminars on new developments in records management: A, Controlled record keeping: records retention and records center operations; B, Organizing records for business memory and history; C, Forms, reports, and correspondence controls; D, "Managing" records management (progress reports, evaluation, and follow-up); Protection of vital records — a panel: Effects on records of nuclear explosion, by R. J. Bascom; Integrated controls over business records, by J. J. Rutherford; The preservation and protection of vital records, by J. L. Gear; Audi-visual aids in records management, by W. Benedon; The future role of records control in management policy, by P. F. Drucker.
44. Connor, John M. The need for documentation to Government specifications. *Special libraries*, 47: 152-155 (Apr., 1956). Urges that Government contracts for research should include, along with their other specifications, a brief statement setting forth physical and bibliographical requirements in the preparation and publication of reports. Includes sample draft of such a statement.
45. Cope, Denmar A. Adequacy of business records for legal purposes. Lawrence, Kan., School of Business, Bureau of Business Research, University of Kansas, 1955. 45 p.
46. Correspondence in the Federal Government, October 15, 1954. [Washington, 1954?] 12, [2], 6 p. A staff report submitted by the Work Group on Correspondence to the Task Force on Paperwork Management of the Commission on Organization of the Executive Branch of the Government. Not a Commission or Task Force report.
47. Crowley, J. R. Improving office methods; a six-point program. *Management review*, 44: 814-815 (Nov., 1955).
48. The Design of forms. I. Making one form do the work of nine. II. How six million envelopes a year were saved. *O & M bulletin*, 2, no. 1: 15-20; 2: 20-21 (Feb., Apr., 1956).
49. Deter, A. A. Effective records control begins with records creation. *Office management*, 16, no. 11: 28 + (Nov., 1955).
50. Devereux, R. D. Tightening controls with less paperwork. *American business*, 25: 22-23 + (Apr., 1955).
51. Faherty, B. T. A work study of reproduction processes. *O & M bulletin*, 10, no. 5: 36-41 (Oct., 1955).
52. Fillmore, Warren I. The duplicating function in a large office. *Office*, 43, no. 4: 67-75 + (Apr., 1956).
53. French, M. SKF cuts paperwork to size. *American business*, 25: 22-23 (Dec., 1955).
54. Gersack, Dorothy H. [The management of the records of the Federal courts]. Washington, General Services Administration [n. d.] 35 p. A training lecture

delivered at the Federal Records Center, Alexandria, Va., June 24, 1955, with reference to General Services Administration *Manual* GS 7, *Federal Records Management*, Volume GS 7-2, *Records Centers.*

55. Ghertner, A. S. Executive and the paperwork. *American business*, 25: 30 + (Sept., 1955).
56. Grieve, P. M. Can you profit from clerical work standards? *Management review*, 45: 194-202 (Mar., 1956).
57. Gunders, H. Clerical work measurement. *Journal of accountancy*, 101: 38-44 (Feb., 1956).
58. Heiland, R. E., and W. J. Richardson. Work-sampling works for a small office staff. National Association of Cost Accountants, *Bulletin*, 36: 1157-1167 (May, 1955).
59. Holly, P. Making office work measurement pay off. *Management review*, 44: 869-870 (Dec., 1955).
60. Interagency Records Administration Conference, *Washington, D. C.* 1. Annual report of Chairman. 2. Showing of motion picture, "Paperwork Management in the Navy." [Washington, 1955] 4 p., [2] l. Meeting of June 24, 1955. Speaker: William Rice, Navy Department.
61. Interagency Records Administration Conference, *Washington, D. C.* Developing, organizing, and controlling a records management program. [Washington, 1956] 18 p. Meeting of January 20, 1956. Speakers: Thomas J. Pugliese of the Atomic Energy Commission; Seymour J. Pomrenze of the Army Department; William T. Luman, Agriculture Department.
62. Interagency Records Administration Conference, *Washington, D. C.* Development and use of performance and production standards. [Washington, 1955] 18 p. Meeting of January 21, 1955. Speakers: Hartly G. Fleming, Naval Personnel Bureau; Andrew E. Ruddock, Civil Service Commission; W. Robert Moore, Paul B. Mulligan & Co. Work measurement in clerical operations.
63. Interagency Records Administration Conference, *Washington, D. C.* The Hoover Commission paperwork management reports. [Washington, 1955] 10 p. Meeting of April 15, 1955. Speakers: Emmett J. Leahy and Edward Freel of Leahy and Co., Inc.
64. Interagency Records Administration Conference, *Washington, D. C.* Indispensable records program in emergency relocation planning. [Washington, 1956] 13 p. Meeting of November 18, 1955. Speakers: W. Kenneth Hoover, General Services Administration; Edward J. Cox, Defense Mobilization Office; William W. Sullivan, Post Office Department.
65. Interagency Records Administration Conference, *Washington, D. C.* Overseas records programs and problems. [Washington, 1956] 21 p. Meeting of February 17, 1956. Speakers: Lewis J. Darter, Navy Department; Frances T. Bourne, State Department; Frederick T. Smith, International Cooperation Administration.
66. Jaffar, S. M. Classification of records, Pakistani system, progressive plan. Peshawar, [West Pakistan] S. Muhammad Sadiq Khan, 1955. 20 p.
67. Kahn, Gilbert. Progressive filing [by] Gilbert Kahn [and] Theodore Yerian. 6th ed. New York, Gregg Pub. Division, McGraw-Hill [1955] 151 p. First published by the Library Bureau in 1925 under title: Progressive indexing and filing for schools.
68. Knight, D. E. Central control of decentralized records. *Management review*, 45: 164-165 (Mar., 1956).
69. Knox, Frank M. Forms control gives cost control. *Office management*, 17, no. 1: 31-33 + (Jan., 1956).
70. Leahy, Emmett J. The new approach to records management. *Office management*, 17, no. 1: 34-36, 190-191 (Jan., 1956). Stresses need for greater emphasis on tighter management of current records and of records creation, as distinguished from problems of scheduling, transfer, and disposal.

71. LITTLEFIELD, CLEATICE L. Modern office management [by] C. L. Littlefield [and] R. L. Peterson. Englewood Cliffs, N. J., Prentice-Hall, 1956. 562 p.
72. LONERGAN, THOMAS F. Housecleaning the corporate records. National Association of Cost Accountants, *Bulletin*, 37: 767-773 (Feb., 1956). Discusses briefly the problem of business records appraisal, scheduling, and disposal.
73. LOSO, FOSTER W. Clerical office practice. 2d ed., by Peter L. Agnew, James R. Meehan [and] Foster W. Loso. Cincinnati, South-western Pub. Co. [1955] 566 p.
74. MCKENNA, FRANK J. A delegation of Federal disbursing functions. *Public administration review*, 16: 37-39 (Winter, 1956). Describes pilot-project at U. S. Railroad Retirement Board in Chicago, resulting in substantial reduction of paperwork and duplicate recordkeeping.
75. MARIEN, RAY. Decentralized forms control for decentralized offices. *Office*, 43, no. 4: 78-82 (Apr., 1956).
76. MORTON, H. C. Better business writing; company programs pay off. *Management review*, 44: 790-798 (Nov., 1955).
77. NELSON, W. L. Technical filing system. *Oil and gas journal*, 54: 111 (Oct. 24, 1955).
78. NEW YORK (STATE) EDUCATION DEPARTMENT. ARCHIVES AND HISTORY DIVISION. A basic school filing system. Albany [1954] 54 p.
79. NEW YORK (STATE) EDUCATION DEPARTMENT. ARCHIVES AND HISTORY DIVISION. A basic town filing system. Albany, 1956. 78 p.
80. NEWCOMB, ROBERT. Developing effective supervisory newsletters; a guide to better communications, by Robert Newcomb and Marg Sammons. New York, American Management Association [1956] 90 p. Includes bibliography.
81. ODIE, H. V. Effective programs of correspondence improvement; New York Life and Mutual Life. *Burroughs Clearing House*, 39: 38-39 + (May, 1955).
82. OFFICE MANAGEMENT ASSOCIATION. How to design a procedure; a report produced by an organisation and methods study group of the Office Management Association. London [1955] 37 p.
83. PHILADELPHIA. RECORDS DEPARTMENT. Annual report, 1955. [n. p., n. d.] 54 p.
84. PIETERSE, J. Les archives administratives: pour l'organisation rationnelle des services du courrier. *Archivum*, 4: 179-183 (1954). A discussion of improved practice in registry offices.
85. POUNDERS, J. R. and C. H. DUGGINS. Records management for your company. National Association of Cost Accountants, *Bulletin*, 36: 1149-1156 (May, 1955).
86. SMITH, H. W. Laying the groundwork for clerical cost control. *Management review*, 44: 381-382 (June, 1955).
87. STATISTICAL sampling in O and M investigations. III. Sampling practice. *O & M bulletin*, 10, no. 4: 4-12 (Aug., 1955). The last of a series. Concludes that in the application of sampling to everyday problems there is a conflict between the theoretically desirable and the practically admissible, to be "adjudicated" by the statistician.
88. STEINBERG, E. R. Thinking through a letter-writing program. *Management review*, 44: 614-617 (Sept., 1955). Bibliography.
89. STRONG, EARL P. How to increase office productivity. State College, Pa., Trico Service Co., 1956.
90. SURGEN, OLIVE R. The records section: space, location, and layout. *American archivist*, 18: 231-240 (July, 1955).
91. U. S. AGRICULTURE DEPARTMENT. PERSONNEL OFFICE. Correspondence manual. Rev. June 1955. Washington, 1955. 1 vol. (looseleaf) (*Administrative series*, no. 2).
92. U. S. AIR FORCE DEPARTMENT. Correspondence; correspondence preparation procedures. 1 March 1956. [Washington] 1956. 65 p. (AFM 10-1).
93. U. S. CIVIL SERVICE COMMISSION. [Classification standards] Management analysis series. GS-303-0. [Washington] 1955. Looseleaf. New classification standards

promulgated by the Commission for use in determining the grade allocation of positions in the Management Analysis Series, superseding the Organization and Methods Examiner Series. Includes standards for positions in the field of records management.

94. U. S. COMMISSION ON ORGANIZATION OF THE EXECUTIVE BRANCH OF THE GOVERNMENT (1953-55). Paperwork management. Part II. The Nation's paperwork for the Government — an experiment; a report. [Washington] 1955. 18 p.

95. U. S. COMMISSION ON ORGANIZATION OF THE EXECUTIVE BRANCH OF THE GOVERNMENT (1953-55). TASK FORCE ON PAPERWORK MANAGEMENT. Report on paperwork management. Part II. The Nation's paperwork for the Government — an experiment. Prepared for the Commission on Organization of the Executive Branch of the Government. [Washington] 1955. 69 p.

96. U. S. CONGRESS. SENATE. GOVERNMENT OPERATIONS COMMITTEE. Reorganization of the Passport Office; report. Washington, 1956. (84-2, *S. Rept.* 1604). 27 p. Includes data on accomplishments in streamlining paperwork operations, as recommended by the National Archives and Records Service.

97. U. S. FEDERAL CIVIL DEFENSE ADMINISTRATION. Protection of vital records and documents. [Washington, 1955] 4 p. (*Civil defense technical bulletin*, TB-16-2, May 1955). A brief outline of defense methods for business concerns. Includes bibliography.

98. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Guide letters. [Washington, 1955] 23 p. (*Records management handbook. Managing correspondence*).

99. U. S. NAVY DEPARTMENT. Navy management review. Vol. 1, no. 1. Jan. 1956- . A new periodical, which will include the type of materials formerly published in the *Records Management Review*, as well as information on data processing.

100. THE USE of diazotype for Parliamentary estimates. *O & M bulletin*, 2, no. 1: 45-46 (Feb., 1956).

101. VAN DEUSEN, E. L. Coming victory over paper. *Fortune*, 52: 130-132+ (Oct., 1955).

102. WALTZ, LOREN E. Should your office use open shelf files? *Office management*, 16, no. 9: 23+ (Sept., 1955). Abstract in *Management review*, 44: 730-731 (Oct., 1955).

103. WASON, R. A. Find documents easily with unit term indexing. *Tool engineer*, 35: 116-118 (July, 1955).

104. WEAVER, WARREN. The [U. S.] Patent Office problem. *American documentation*, 6: 129-133 (July, 1955). Stresses the importance of the basic problem of devising an adequate classification system for patents. Reprinted from American Patent Law Association, *Bulletin*, Apr.-May 1955, p. 151-161. Reprinted in Patent Office Society, *Journal*, Sept. 1955, p. 613-624.

105. WILKINSON, CLYDE W., *ed.* Writing for business; selected articles on business communication [by] C. W. Wilkinson, J. H. Menning [and] C. R. Anderson. Rev. ed. Homewood, Ill., R. D. Irwin [1955] 413 p.

106. WYDEN, PETER. She hates gobbledygook. *Coronet*, 39, no. 5: 70-72 (Mar., 1956). An article on Mona Sheppard, formerly of the National Archives and Records Service, now of Leahy and Company.

See also 24, 28, 132, 161, 163, 176-177, 180, 205-206, 269, 274, 299, 467, 509.

II. B. Machine Techniques in Office Operations and in Information Processing

107. BROWN, RICHARD H. Office automation; integrated and electronic data processing. New York, Automation Consultants, 1955. 283 p.

108. CONTROLLERSHIP FOUNDATION. Electronics in business; a descriptive reference

guide. Herbert F. Klingman, ed. 2d, enl. ed. of Business applications of electronic machines. New York, 1955. 176 p.

109. FITFUL beginnings of office automation; new world of data processing. *Dun's review and modern industry*, 66: 55-114 (Oct., 1955).

110. FRIEDMAN, BURTON D. Punched card primer. [Chicago] Public Administration Service, 1955. 77 p.

111. HANCOCK, C. J. Electronic computers, II. *O & M bulletin*, 11, no. 1: 7-15 (Feb., 1956). Discusses types of machines available or under development, the types of office work for which they appear to be suitable, and possible applications of them in government operations. An article by D. O'Donovan in the *Bulletin*, 10, no. 6: 3-10. (Dec., 1955) explains to the non-specialist what a computer is and does.

112. HASKINS AND SELLS, *firm, accountants, New York.* Data processing by electronics; a basic guide for the understanding and use of a new technique. [New York, 1955] 113 p.

113. HATTERY, LOWELL H. Electronics in management. Ed. by Lowell H. Hattery and George P. Bush. Foreword by Catheryn Seckler-Hudson. Washington, University Press of Washington, D. C., 1956. 207 p.

114. INSTRUMENTS reference service. U. S. National Bureau of Standards, *Technical news bulletin*, 39: 110-111 (Aug., 1955).

115. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Electronic computing systems. [Washington, 1956] 24 p. Meeting of October 21, 1955. Speakers: Howard T. Engstrom, "Origin and development of electronic digital computer"; J. N. Veale, "UNIVAC system"; Richard P. Daly, "UNIVAC file computer"; Dale Holmburg, "Applications."

116. KENNY, T. Where do you go from here? Books, articles, films, and other materials on office automation. *Dun's review and modern industry*, 66: 105-106 + (Oct., 1955). Includes bibliography.

117. LIVINGSTON, W. P. Automation is an evolution, not a revolution. *Office management*, 17, no. 1: 17-18+ (Jan., 1956). Abstracted in *Management review*, 45: 190-192 (Mar., 1956).

118. LOFTUS, HELEN E. AND ALLEN KENT. Automation in the library — an annotated bibliography. *American documentation*, 7: 110-126 (Apr., 1956).

119. PERRY, JAMES W. Machine literature searching [by] James W. Perry, Allen Kent [and] Madeline M. Berry; with a foreword by Jesse H. Shera. [Cleveland] Western Reserve University Press [1956] 162 p. "Chapters I to X reprinted from American documentation." Includes bibliographies.

120. PITTENGER, J. H. Electronics for the office; how much? how soon? National Association of Cost Accountants, *Bulletin*, 37: 773-777 (Feb., 1956).

121. ROSE, A., [and others]. Computers, mathematics, statistics, and automation; annual review. Pt. 2. *Industrial and engineering chemistry*, 48: 622-632 (Mar., 1956). Bibliography, p. 630-632.

122. SMITH, ROBERT M. Office automation, 1956: fact and fantasy. *Office management*, 17, no. 1: 14-16+ (Jan., 1956).

123. SOCIETY OF ACTUARIES. COMMITTEE ON NEW RECORDING MEANS AND COMPUTING DEVICES. Current status of magnetic tape as a recording and data processing medium; report. [Chicago? 1955] 112 p.

124. U. S. ARMY DEPARTMENT. ARMY LIBRARY. Computers for management; a selected list of titles, compiled by Bibliographic Unit, Army Library, the Adjutant General's Office, Dept. of the Army. [Washington] 1956. 23 l. (*Special bibliography*, no. 1).

125. U. S. NATIONAL BUREAU OF STANDARDS. Data processing devices and systems. By Joshua Stern, Reynold Greenstone, and J. Howard Wright, Office of Basic Instrumentation. Washington [n. d.] 26 p. (NBS *Report* 4310). Includes bibliography.

See also 43.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

126. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1954. Vol. I. Proceedings and list of members. Washington [1955]. Of particular interest are the reports of the Executive Secretary and Managing Editor, Boyd C. Shafer, p. 6-12; the Committee on Documentary Reproduction, p. 32-36 (including the foreign documents program, the publication of out-of-print source materials, and Appendix B: Russian historical sources); the Committee on a Revision of the *Guide to historical literature*, p. 36-37; the Committee on the Littleton-Griswold Fund, p. 37; the Committee on the Historian and the Federal Government, p. 38; and the representative to the National Historical Publications Commission, Julian P. Boyd, p. 45-47.

127. ARP, DAVID H. New repository for personnel records. *Army information digest*, 11, no. 3: 34-35 (Mar., 1956). Describes the Department of Defense Military Personnel Records Center at St. Louis, Mo., which will maintain and service records of more than 35 million demobilized servicemen, including all Army and Air Force personnel separated since 1912 and Navy and Marine Corps enlisted personnel separated since 1885.

128. BAHMER, ROBERT H. The case of the Clark Papers. *American archivist*, 19: 19-22 (Jan., 1956). A statement presented at the annual meeting of the Society of American Archivists, Nashville, Tenn., October 11, 1955, indicating the position of the National Archives and Records Service in the case contesting the ownership of the Clark Papers. Published also in *Manuscripts*, 8: 121-124 (Winter, 1956).

129. BAHMER, ROBERT H. The National Archives after 20 years. *American archivist*, 18: 195-205 (July, 1955). A paper read at the annual meeting of the Society of American Archivists at Colonial Williamsburg, Virginia, September 14, 1954, identifying the important trends in the development of the institution.

130. BUCK, ELIZABETH H. General legislation for Presidential libraries. *American archivist*, 18: 337-341 (Oct., 1955). Traces the legislative history of *Public Law* 373, 84th Congress.

131. BURNETT, MARGUERITE. Archives of the Federal Reserve System. *Special libraries*, 46: 383-386 (Nov., 1955). The author, research associate, Committee on the History of the Federal Reserve System, describes the Committee's project financed by the Rockefeller Foundation and under the joint supervision of the Brookings Institution, to lay the groundwork for a comprehensive history of the Federal Reserve System. The Committee is exploring holdings of the fourteen Federal Reserve libraries, locating private papers of individuals connected with the System, and also employing oral history techniques.

132. GREGORY, BEN F. Growing pains of a records management program. *American archivist*, 19: 23-32 (Jan., 1956). The author is the staff records officer of the Tennessee Valley Authority.

133. JAMESON, JOHN F. An historian's world; selections from the correspondence of John Franklin Jameson. Ed. by Elizabeth Donnan and Leo F. Stock. Philadelphia, American Philosophical Society, 1956. xi, 382 p. Selections from his correspondence as Director, Division of Historical Research, Carnegie Institution of Washington, editor of the *American Historical Review* and Executive Secretary, American Historical Association, Chief of the Manuscripts Division of the Library of Congress, and leader of the movement for establishment of the National Archives.

134. KLAY, ANDOR. Lesser annals of departmental troubles. *Foreign service journal*,

33, no. 5: 19+ (May, 1956). Relates to buildings occupied by the State Department and to the issuance of "passport certificates" in the 19th century.

135. LLOYD, DAVID D. Presidential papers and presidential libraries. *Manuscripts,* 8: 4-9 (Fall, 1955).

136. MAASS, RICHARD. Arguments heard in the Clark Case. *Manuscripts,* 8: 113-116 (Winter, 1956). Presents the Manuscript Society's view of the case contesting the ownership of the Clark Papers. Another statement by the author appears in the same volume, p. 52-53 (Fall, 1955).

137. MANLEY, MARIAN C. In memoriam: Dorsey W. Hyde, Jr. *Special libraries,* 47: 179 (Apr., 1955).

138. NORTON, MARGARET C. Herbert Anthony Kellar, 1887-1955. *American archivist,* 19: 151-153 (Apr., 1956). Kellar was one of the founders of the Society of American Archivists.

139. POSNER, ERNST. The National Archives and the archival theorist. *American archivist,* 18: 207-216 (July, 1955). A paper read at the annual meeting of the Society of American Archivists at Colonial Williamsburg, Virginia, September 14, 1954, stressing the contributions made by the National Archives in the field of records retirement (scheduling), in records arrangement (the concept of the record group), and in microfilm publication.

140. POSNER, ERNST. Zwanzig Jahre Nationalarchiv der Vereinigten Staaten von Nordamerika. *Archivalische Zeitschrift,* 50/51: 91-108 (1955).

141. THE PRESENT status of presidential papers; a comprehensive statement recently preferred [sic] by the National Archives. *Manuscripts,* 8: 9-15 (Fall, 1955).

142. SHAFER, BOYD C. Lost and found. *American archivist,* 18: 217-223 (July, 1955). A paper read at the annual meeting of the Society of American Archivists at Colonial Williamsburg, September 14, 1954, on the value of the National Archives to historians.

143. U. S. ADJUTANT GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Standing operating procedures. Washington, 1954-55. 9 vols. (looseleaf). A comprehensive manual of archival procedures. *Contents.* — Sec. 1, General; Sec. 2, Administrative services and procedures; Sec. 3, Accessioning program; Sec. 4, Analysis, description, and disposition program; Sec. 5, Reference service program; Sec. 6, Microfilming program; Sec. 7, Administration of captured records; Sec. 8, Rules for subject cataloging; Sec. 0, Index. (Sec. 9, Glossary of terminology, and Sec. 10, Forms supplement, not yet issued). A completely revised edition of the entire manual is being published in 1956.

144. U. S. CONGRESS. HOUSE. Joint resolution to encourage and foster the cooperation of private and State historical commissions with the National Historical Publications Commission. [Washington, 1955] 3 p. (84-1, *H. J. Res.* 399). Introduced by Congressman Miller of California.

145. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. Independent offices appropriations for 1957. Hearings . . . 84-2. Pt. 1. Washington, 1956. 961 p. Hearings on the National Archives and Records Service appear on p. 895-919. The bill, *H. R.* 9739, was reported in *H. Rept.* 1847.

146. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. Amending the Federal Property and Administrative Services Act of 1949, as amended; report. [Washington, 1956] 3 p. (84-2, *H. Rept.* 1874). A favorable report on *S.* 2364, a bill to clarify the authority of the Administrator of General Services with respect to policies and principles designed to improve the management of Federal records. The bill was favorably reported by the Senate (*S. Rept.* 1183), but did not pass the 84th Congress.

147. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. To provide for the acceptance and maintenance of Presidential libraries, and for other purposes. Hearing . . . 84-1. Washington, 1955. 64 p. Hearing on *H. J. Res.* 330 approved as *Pub. law* 373, 84th Cong. The resolution was reported in

H. Rept. 998. Debate in the House appears in the *Congressional Record,* 10: 9934-9938 (July 5, 1955).

148. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. Independent offices appropriations, 1957. Hearings . . . 84-2. Washington, 1956. 533 p. Hearings on the National Archives and Records Service appear on p. 258-284. The bill, *H. R.* 9739, was reported in *S. Rept.* 2041.

149. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. The supplemental appropriation bill, 1956. Hearings . . . 84-1. Washington, 1955. 1,133 p. Hearings on *H. R.* 7278. Hearings on the National Archives and Records Service appear on p. 760-764, relating to records-center equipment.

150. U. S. LAWS, STATUTES, ETC. An act to amend the Federal Register Act, as amended, so as to provide for the effectiveness and notice to the public of proclamations, orders, regulations, and other documents in a period following an attack or threatened attack upon the continental United States. [Washington, 1956] 1 p. (*Pub. law* 619, 84th Cong.).

151. U. S. LAWS, STATUTES, ETC. Federal Property and Administrative Services Act of 1949, as amended. Public Buildings Act of 1949, as amended, Secs. 411-412 (lease-purchase provisions). With analysis and index. [Washington] 1956. 169 p. Title V, "Federal Records Act of 1950," p. 91-112.

152. U. S. LAWS, STATUTES, ETC. Joint resolution to provide for the acceptance and maintenance of Presidential libraries, and for other purposes. [Washington, 1956] 3 p. (*Pub. law* 373, 84th Cong.). The general legislation authorizing the Administrator of General Services to accept and maintain presidential papers and libraries.

153. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. Annual report, from the annual report of the Administrator of General Services for the year ending June 30, 1955. Washington, 1956. 19 p.

154. U. S. TREATIES, ETC. Transfer of German archives; agreement between the United States of America and the Federal Republic of Germany, effected by exchange of letters signed at Bonn and Bonn/Bad Godesberg, March 14 and April 18, 1956. [Washington, 1956] 6 p. (*Treaties and other international acts series* 3613). The agreement (text in German and English) concerning the transfer of the files and archives of the former German Foreign Office that are at present in the territory of the United Kingdom.

See also 12-13, 15, 25-27, 54, 60-65, 93-99, 308, 444, 451, 472, 478, 507, 513.

III. B. State and Local

154A. ALDERSON, WILLIAM T. Legislative recording by the Tennessee Archives. *American archivist,* 19: 11-17 (Jan., 1956). Discusses the sound recording of legislative proceedings.

155. AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY. Directory of historical societies and agencies in the United States and Canada, 1956. Columbus, Ohio, 1956. 48 p.

156. AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY. [SPECIAL COMMITTEE ON STANDARDS FOR THE PROFESSION] Standards and salaries of historical society directors; a report. *History news,* 11: 27-28 (Feb., 1956).

157. ANGLE, PAUL McC. The Chicago Historical Society, 1856-1956, an unconventional chronicle. New York, Rand McNally [1956] 256 p.

158. BLEGEN, THEODORE C. A century of manuscript collecting. *Minnesota history,* 34: 337-340 (Winter, 1955). A reprint of the foreword to the Minnesota Historical Society's *Guide number 2.*

159. BORDEN, ELIZABETH H. The Women's Archives at Radcliffe College; a research library relating to the historical contributions of American women. [n. p., n. d.] 10 p.

160. BRYAN, MARY G. Recent State archival legislation. *American archivist*, 19: 63-67 (Jan., 1956). *See also* item 185.

161. CALIFORNIA. LEGISLATURE. JOINT COMMITTEE ON GOVERNMENTAL REORGANIZATION. Records management and administration in California State Government. [Sacramento] Senate of the State of California, 1955. 68 p.

162. CALIFORNIA. LEGISLATURE. SENATE. SPECIAL COMMITTEE ON GOVERNMENTAL ADMINISTRATION. Preliminary study on disaster protection of public records; partial report. Senate resolution no. 157, 1953. [Sacramento] Senate, California Legislature [1955] 32 p.

163. CALIFORNIA. LEGISLATURE. SENATE. SPECIAL COMMITTEE ON GOVERNMENTAL ADMINISTRATION. Public records survey, partial report. [Sacramento] Senate, California Legislature [1955] 148 p.

164. CARSTENSEN, VERNON. A building is achieved. *Wisconsin magazine of history*, 39: 68-72 (Winter, 1955-56). Describes the campaign for the first building of the Wisconsin State Historical Society, opened in October 1900.

165. COLLOQUIUM: the role of the historical society in modern America. *Wisconsin magazine of history*, 39: 99-112 (Winter, 1955-56). Includes remarks by H. Bailey Carroll, Christopher Crittenden, James C. Olson, Stephen T. Riley, and William I. Sanders. Moderated by Paul F. Sharp.

166. CRITTENDEN, CHRISTOPHER. Reports of State archivists. *American archivist*, 18: 309-315 (Oct., 1955).

167. DABNEY, LUCIUS B. A Southerner's defense of Lyman Draper. *Wisconsin magazine of history*, 38: 131-134, 173-175 (Spring, 1955).

168. GEORGIA. ARCHIVES AND HISTORY DEPARTMENT. A report on archival, historical, and museum activities in Georgia on the State and local level. Comp. by Mrs. Mary Givens Bryan. Atlanta, Ga., 1955. var. pag.

169. GRAHAM, STANLEY K. Processing and using records in a business archives. *Special libraries*, 46: 379-382 (Nov., 1955). The author is on the staff of the Ford Motor Company Archives.

170. HALL, VIRGINIUS C. Historical and Philosophical Society of Ohio: a short history. Historical and Philosophical Society of Ohio, *Bulletin*, 14: 87-104 (Apr., 1956).

171. HISTORICAL FOUNDATION OF THE PRESBYTERIAN AND REFORMED CHURCHES. The Historical Foundation and its treasures. By Thomas H. Spence. Montreat, N. C., Historical Foundation Publications, 1956. 174 p. Traces the Foundation's history and describes its holdings.

172. LEWINSON, PAUL. State labor agencies: where are their records? *American archivist*, 19: 45-50 (Jan., 1956).

173. LORD, CLIFFORD L. Clio's cadres. *Nebraska history*, 26: 247-254 (Dec., 1955). Discusses the role and functions of the local historical society.

174. LOUISIANA. STATE DEPARTMENT. Louisiana archives survey, report no. 1, Survey of public records (under act no. 381, 1954). Report no. 2, Findings and recommendations. Comp. by John C. L. Andreassen in consultation with Edwin A. Davis. [Baton Rouge] 1956. 2 vols. (486, 21p.) *Report* no. 1 is a detailed survey of the State's records; *Report* no. 2 recommends the establishment of an archives and records service agency in the Office of the Secretary of State.

175. LOVETT, ROBERT W. Some changes in the handling of business records at Baker Library. *American archivist*, 19: 39-44 (Jan., 1956). Reports the transfer of 2 collections to more appropriate repositories and the return of 2 loan collections. Discusses also the philatelic values in records.

176. MARYLAND. HALL OF RECORDS. Twentieth annual report of the archivist, for the fiscal year July 1, 1954, through June 30, 1955. [n. p., n. d.] 68 p.

177. MICHIGAN. ADMINISTRATION DEPARTMENT. OFFICE SERVICES DIVISION. Records management program; procedures manual. Rev. June 1955. Lansing [n. d.] 16 l.

178. MICHIGAN. ADMINISTRATION DEPARTMENT. OFFICE SERVICES DIVISION. Records management program; State records center. Lansing, 1954. 14 p.

179. Michigan. University. William L. Clements Library. Report, 1954-55. Ann Arbor [1955?] 12 p. Preprinted from the president's report.

180. Norton, Margaret C. The Illinois records management survey. *American archivist,* 19: 51-57 (Jan., 1956).

181. Petersen, William J. The State Historical Society of Iowa, 1953-1955. *Iowa journal of history,* 53: 193-212 (July, 1955). Report on the biennium, which saw an appropriation for a new building.

182. Quaife, Milo M. Some memories of forty years. *Wisconsin magazine of history,* 38: 217-224 + (Summer, 1955). A recounting of the author's experiences of forty years ago as Superintendent of the Wisconsin State Historical Society.

183. Rogers, James G. Annual report of the president [State Historical Society of Colorado] *Colorado magazine of history,* 33: 1-7 (Jan., 1956). Work of the Archives Division is reported on p. 6.

184. Ruddell, Richard. Recent developments in municipal records. *American archivist,* 18: 255-266 (July, 1955).

185. Society of American Archivists. Committee on State Archives. Comparative study of State and U. S. Territorial laws governing archives. Comp. by Mrs. Mary Givens Bryan, Chairman, State Archives Committee, Society of American Archivists, and Director, Georgia Department of Archives and History. [n. p., n. d.] [132] l.

186. Southern Business History Center, Florida State University, Tallahassee. [n. p., n. d.] Folder. The Center is a research and service agency of the Florida State University, established to collect the records of pioneer business firms of the South, and to promote the study of business history and of the related social, economic, and political developments in this region.

187. Tennessee. State Library and Archives. Tennessee State Library and Archives, Nashville. [Nashville, 1955] Folder.

188. Towne, Jackson E. The inception of the library building for State Historical Society of Wisconsin. *Wisconsin magazine of history,* 39: 73-75 (Winter, 1955-56).

189. Ubbelohde, Carl. The threshold of possibilities; the [Wisconsin State Historical] Society, 1900-1955. *Wisconsin magazine of history,* 39: 76-84 (Winter, 1955-56).

190. U. S. Education Office. The State and publicly supported libraries; structure and control at the State level. By Fred F. Beach, Ralph M. Dunbar, and Robert F. Will. [Washington, 1956] 85 p. (*Miscellaneous* no. 24). Table 5, "Operational control of the State archives, by State, January 1956," p. 10, and "of State historical services, by State, January 1956," p. 11.

191. Virginia. State Library. Report for the year ending June 30, 1955. Richmond, 1955. 16 p. The report of the Archives Division appears on p. 8-11.

192. Wisconsin. State Historical Society. The American collector; [four essays commemorating the Draper Centennial]. Ed. by Donald R. McNeil. [Madison] 1955. 61 p. *Contents.* — Draper's predecessors and contemporaries, by L. H. Butterfield; The modern collector, by R. P. Basler; The Wisconsin experiments, by D. R. McNeil; The Draper manuscripts, by A. E. Smith.

193. Wisconsin. State Historical Society. Proceedings, 1954-1955. Madison, 1955. 48 p.

See also 78-79, 83, 138, 271-272, 276, 300, 370, 448, 458, 465.

III. C. Foreign Countries

194. Aarhus, Denmark. Erhvervsarkivet. Erhvervshistorisk årbog. Vol. 7, 1955. Aarhus, Rosenkilde og Bagger, 1955. 152 p.

195. Alpizar Leal, Luis F. Breves noticias del Archivo Nacional de Cuba. *Archivum,* 4: 210-212 (1954).

196. Archeion. Vol. 24, 1955. Warszawa, 1955. 404 p. An issue devoted to a survey

of the activities of the Polish Archival Service for the past ten years. Includes also articles on archival developments in Czechoslovakia, "Archiwa Czechosłowackie," p. 120-129; in Hungary, "Stan archiwów w Wegierskiej Republice Ludowej," p. 130-141; and in Soviet Russia, "Archiwa w Zwiazku Radzieckim," p. 97-119. Very brief summaries in English, p. 396-400.

197. AUSTRALIA. COMMONWEALTH ARCHIVES COMMITTEE. Third annual report, 1953-1954. Fourth annual report, 1954-1955. Canberra, 1955, 1956. [26], [27] p. The *Report* for 1953-54 includes comments on the visit of Dr. Schellenberg of the United States National Archives; the *Report* for 1954-55 includes Appendix A, "Arrangements for the management of the public records of the Commonwealth Government," approved May 30, 1955; Appendix D, "Developments in archival techniques."

198. AUSTRALIA. COMMONWEALTH NATIONAL LIBRARY. ARCHIVES DIVISION. Proceedings of the Archives Management Seminar held at Canberra, July [12th-23rd] 1954. Proceedings of the Records Management Seminar held at Canberra, July 26th-30th, 1954. Canberra, 1955. 2 vols. (112, [77] p.)

199. BASEL-STADT (CANTON) STAATSARCHIV. Jahresbericht, 1955. [n. p., n. d.] 15 p.

200. BOMBAY (PRESIDENCY) RECORD OFFICE. Annual report for the year 1954-1955. Bombay, 1955. 32 p.

201. BRILLING, BERNHARD. Das Archivwesen in Israel. *Der Archivar*, 9: col. 85-92 (May, 1956). On the Archives Act of 1955, the first legal regulation of archives in Palestine. The text of the law is included.

202. BRITISH RECORDS ASSOCIATION. The annual conference. *Archives*, 2, no. 13: 260-265 (Lady Day, 1955). *Contents.* — Publications Meeting, The use of maps in record publications, p. 260; Records Preservation Section, [Architectural records], p. 261-262; Discussion Meeting, [On the proposition "that the accumulation of modern archives has increased, is increasing, and ought to be diminished," including reference to records of the central government and to local and personal records], p. 262-264; Annual General Meeting, [Progress in drafting archival legislation; the problem of manorial records], p. 264-265.

203. BRITISH RECORDS ASSOCIATION. Twenty-third report of Council, accounts, and list of members for the year ending 31 August 1955. [n. p.] 1955. 29 p.

204. BRITISH RECORDS ASSOCIATION. RECORDS' PRESERVATION SECTION. Report for the year 1954-1955. [n. p., n. d.] 6 p.

205. BURKE, ERIC E. Records management in the Central African Archives. Society of Archivists, *Journal*, 1: 62-66 (Apr., 1956).

206. BUSINESS ARCHIVES COUNCIL OF AUSTRALIA (NEW SOUTH WALES BRANCH). Business archives. [Sydney] 1955. 16 p. A booklet intended to apprise business firms of the purpose and methods of business records preservation.

207. CANADA. PUBLIC ARCHIVES. Report for the years 1953-1954. Ottawa, 1956. 39 p.

208. CASTELLANO, GIUSEPPE. L'apertura al publico dell' Archivio di Francisco II di Borbone a Napoli. *Archivi*, 2d ser., 22: 151-155 (1955). Describes opening of the archive of Francis II of Bourbon at Naples.

209. CHANDRA, G. N. Revenue records in the early days of the company. *Indian archives*, 8: 110-120 (July-Dec., 1954). Traces the history and background of the resolution of March 17, 1820, passed by the Governor-General in Council in the Presidency of Fort William in Bengal, the first serious attempt at a comprehensive treatment of the public revenue records.

210. CHENEY, C. R. Archives of medieval England. Cambridge, Cambridge Univ. Press, 1956. 22 p.

211. COLL CALVO, M. El notariado de Tarrasa en la edad media. *Biblioteconomia*, 11: 98-117 (July-Dec., 1954). A discussion of the profession of notary in Tarrasa in the middle ages.

212. CUBA. ARCHIVO NACIONAL. Memoria correspondiente al año de 1954. La Habana, 1955. 29 p.

213. English, Patrick T. Archives of Uganda. *American archivist*, 18: 225-230 (July, 1955).

214. Gold Coast (Colony) Archives Office. Fifth annual report, 1954. Accra, Gold Coast [n. d.] 7 l.

215. Great Britain. Historical Manuscripts Commission. Bulletin of the National Register of Archives. Nos. 6, 7. London, H. M. Stationery Office, 1955. 52, 30 p. No. 7 contains a 10-year summary, 1945-55.

216. Great Britain. Public Record Office. 116th report of the Deputy Keeper of the Records, 1954. London, 1956. 24 p.

217. Hemmerle, Josef. Entwicklung und Aufbau des Archivwesens in der UdSSR. *Archivalische Zeitschrift*, 50/51: 117-122 (1955). Includes list and location of major archival groups.

218. Hepworth, P. Archives and the local collection. *Librarian and book world*, 44: 156-159 (Sept.-Oct., 1955). A discussion of local archives in Britain.

219. Hill, Roscoe R. Latin American archivology, 1953-1954. *Americas*, 12: 51-75 (July, 1955).

220. Hollaender, Albert E. J. Local archives of Great Britain: XII. Guildhall Library. *Archives*, 2, no. 14: 312-323 (Michaelmas, 1955). The library functions as the record office for the City of London.

221. Hull, Felix. Local archives of Great Britain: XI. The Kent Archives Office. *Archives*, 2, no. 13: 237-246 (Lady Day, 1955).

222. Huter, Franz. Die Flüchtung der Archive Südtirols im zweiten Weltkrieg. Ein Arbeitsbericht. *Archivalische Zeitschrift*, 50/51: 227-233 (1955).

223. Imray, Jean M. Town and country planning records and the county archivist. Society of Archivists, *Journal*, 1: 43-46 (Oct., 1955).

224. India (Republic) National Archives. Annual report for the year 1953. Delhi [n. d.] 26 p.

225. India. Historical Records Commission. Report of the Regional Records Survey Committee for West Bengal. Calcutta, Government of West Bengal, 1954. 29 p.

226. The [Italian] State Archives; a service essential to the nation. *Italian affairs*, 5, no. 1: 1099-1105 (Jan., 1956).

227. Jacobs, Marjorie G. A note on archives in New Zealand. Business Archives Council of Australia, *Bulletin*, May 1956, p. 11-15.

228. Jenkinson, Hilary. The future of archives in England. Society of Archivists, *Journal*, 1: 57-61 (Apr., 1956).

229. Jørgensen, Harald. The meeting of Scandinavian archivists in Åbo, Finland, 3. Aug. 1954. *Archivum*, 4: 207-209 (1954).

230. Llaverías y Martínez, Joaquín. Biografía del Archivo Nacional de Cuba. Conferencia leída en la Universidad de la Habana . . . el día 26 de Novembre de 1954. La Habana [Archivo Nacional de Cuba] 1954. 59 p. (*Publicaciones* del Archivo Nacional de Cuba, 39).

231. Lloyd, W. S. Saskatchewan archives. Canadian library association — Association canadienne des bibliothèques. [Conference, 10th, 1955, Saskatoon; *Proceedings*] p. 73-80.

232. Lodolini, Armando. La creazione di un grande Archivio (l'Archivio Nazionale d'Italia all'EUR). *Rassegna degli Archivi di Stato*, 15: 229-250 (1955).

233. Lodolini, Armando. Il nuovo grande Archivio Nazionale d'Italia. *Archivum*, 4: 213-215 (1954).

234. Lodolini, Elio. Archivi e pubblicazioni archivistiche dell'America Latina (V-VI). *Archivi*, 2d ser., 22: 85-103, 202-213 (1955).

235. Lodolini, Elio. Aspetti della vigilanza dello Stato sugli archivi degli enti publici non statali. *Rassegna degli Archivi di Stato*, 15: 121-140 (1955).

236. Lodolini, Elio. I bilanci degli Archivi de Stato negli ultimi cento anni. III. Dalla seconda guerra mondiale al 1952. *Notizie degli Archivi di Stato*, 14: 95-105 (1954).

237. Lötzke, Helmut. Die Übergabe deutscher Archivbestände durch die Sowjetunion an die Deutsche Demokratische Republik. *Der Archivar*, 9: col. 31-34 (Feb., 1956). A brief survey of the more important groups of German archives in Russian hands recently transferred to East Germany. Other notes on this subject appear in the *Archivmitteilungen*, 5, no. 2: 1-2 and no. 3: 1-2 (1955).

238. Madras (Presidency) Record Office. Administration report, 1954-55. Madras, 1955. 11 p.

239. Mauritius. Archives. Annual report of the archives department for the year, 1954. Colony of Mauritius. Port Louis, Mauritius, 1955. 32 p.

240. May, Arthur J. The projected Austrian central public records office. *Journal of Central European affairs*, 15: 182-184 (July, 1955). Discusses prospects for a central public records building in Vienna.

241. Millares Carlo, Agustín y José Ignacio Mantecón. Album de paleografía hispanoamericana de los siglos xvi y xvii. Mexico, D. F., Editorial Fournier S. A., 1955. 3 vols. (Pan American Institute of Geography and History, Commission on History, *Publicación* 46).

242. Molina, Raúl A. Misiones argentinas en los archivos europeos. Mexico, D. F., 1955. 745 p. (Pan American Institute of Geography and History, Commission on History, *Misiones americanas en los archivos europeos*, 7).

243. Netherlands (Kingdom, 1815-). Rijksarchief. Verslagen omtrent 's rijks oude archieven, 1954. 's-Gravenhage, 1955. 122 p. (2d ser., vol. 27).

244. Northern Ireland. Public Record Office. Report for the years 1951, 1952 & 1953. Belfast, 1956. 309 p.

245. Nova Scotia. Public Archives. Report of the Board of Trustees for the year 1954. Halifax, 1955. 31 p.

246. Nowell, James. Care of archives. *Quarterly review*, no. 607: 66-76 (Jan., 1956). A brief general discussion of archival activities in England, with emphasis on county records.

247. Papritz, Johannes. Französische archivwissenschaftliche Fachzeitschriften (ABCD und Gazette des Archives). *Der Archivar*, 9: col. 35-42 (Feb., 1956). A discussion of French professional periodicals relating to archives.

248. [Rhodesia, Southern. Central African Archives]. Archives in a new era; a report by the Chief Archivist for the period 1 January 1949, to 30 June 1954. Salisbury, 1955. 81 p.

249. Rohr, Wilhelm. Schicksal und Verbleib des Schriftgutes der obersten Reichsbehörden. *Der Archivar*, 8: col. 161-174 (July, 1955). Surveys the varying fates during and after World War II of the chief archival holdings of the Reich ministries through seizure, destruction, occupation handling, removal, and restitution.

250. Roslova, A. S. Das Moskauer Staatliche Historische und Archiv-Institut (zum 25. Jahrestag seiner Gründung). *Archivmitteilungen*, 6, no. 1: 11-16 (1956). A historical sketch of the Moscow State Institute for History and Archives, and its contribution to the development of archival science, translated from *Historisches Archiv* (Moscow, 1955).

251. Saskatchewan. Archives Board. Sixth report, June 1, 1952, to May 31, 1954. Regina, 1955. 28 p.

252. Scotland. Record Office. Annual report for the calendar year 1955. [n. p.] 1956. 13 p.

253. South Australia. Libraries Board. Annual report, 1st July, 1954 to 30th June, 1955. Adelaide, Government Printer, 1955. 11 p. The report of the Archives Department appears on p. 6-7.

254. Spain. Dirección General de Archivos y Bibliotecas. Memorias inéditas sobre archivos españoles. *Boletín*, no. 30, [15] p. (July, 1955).

255. Sweden. Riksarkivet. Meddelanden för år 1953. Stockholm, 1955. 103 p.

256. Thomas, Lewis H. Provincial archives in Canada. *American archivist*, 18: 343-347 (Oct., 1955).

257. Tihon, C. La loi sur les archives. *Archives, bibliothèques et musées de Belgique,* 26: 137-145 (1955). A brief history and the text, in French and Dutch, of the Belgian archives law of June 1955, promulgated August 1955.

258. Tihon, C. In memoriam: Monseigneur Angelo Mercati. *Archives, bibliothèques et musées de Belgique,* 26: 236-237 (1955). A tribute to the préfet de l'Archivio Segreto Vaticano for more than 30 years, who died October 3, 1955.

259. Vargas, José Maria. Misiones ecuatorianas en archivos europeos. Mexico, D. F., 1956. 192 p. (Pan American Institute of Geography and History, Commission on History, *Misiones americanas en archivos europeos,* 9).

260. Wenig, O. 5 jahre Deutsches zentralarchiv II in Merseburg. *Zentralblatt für bibliothekswesen,* 68: 281-283 (July-Aug., 1954). A report on the German Central Archives II in Merseburg.

261. Zegarra Ballón Avalos, Edilberto. Estudio juridico del Archivo Nacional del Peru. Arequipa, Peru, Editorial El Deber S. A., 1954. 160 p. At head of title: Universidad Nacional de San Agustin, Facultad de Derecho.

262. Zionist Organization. Zionist Central Archives. Report for period 1951-1955; submitted to the 24th Zionist Congress. Jerusalem, 1956. 19 p. in Hebrew; English translation, 23 p.

263. Zurich (Canton) Staatsarchiv. Jahresbericht, 1955. [Zurich, n. d.] 4 p.

See also 1-2, 5, 7, 9-11, 15, 18-19, 26, 154, 278-279, 380-382, 386, 390, 393-394, 399-400, 403-404, 406, 409, 418, 424, 454, 508, 510-512.

III. D. International Organizations

264. Allied High Commission for Germany. Archives of Allied High Commission for Germany and connected tripartite agencies; storage of, access to, and release of information. Agreement and exchanges of notes between the United States of America, the United Kingdom of Great Britain and Northern Ireland, and France, signed at Bonn June 30, 1954, entered into force June 30, 1954. [Washington, U. S. Govt. Print. Off., 1955] 19 p. (U. S. State Dept., *Treaties and other international acts series,* 3036). Text of agreement in English and French. English text also published in *American archivist,* 19: 58-62 (Jan., 1956).

265. Bautier, R.-H. Première conférence internationale de la "table ronde" des archives (Paris, 1-5 avril 1954). *Archivum,* 4: 185-203 (1954).

266. Bautier, R.-H. Premier congrès ibéro-américain et philippin des archives, des bibliothèques et de la propriété intellectuelle (Madrid, 21-28 octobre 1952). *Archivum,* 4: 2-4-206 (1954).

267. Fid, 60 years of service, 1895-1955. Catalogue, 1956. [n. p., International Federation for Documentation, 1956] 24 p.

268. Rouhart-Chabot, J., and C. Douxchamps-Lefèvre. IIe Conférence Internationale de la "Table Ronde des Archives," Namur, 25-27 avril 1955. *Archives, bibliothèques et musées de Belgique,* 26: 80-87 (1955). Summarizes briefly the discussions on the Conference's theme of getting established in each nation concerned basic principles of records management in governmental agencies.

See also 84, 334.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

269. Beeman, Robert. Tools of the office. Record protection equipment. *Office management,* 17, no. 5: 49-62 (May, 1956).

270. Ford Motor Company Archives, *Dearborn, Mich.* Fair Lane, the house and gardens. Dearborn, Mich., 1955. Unpaged (*Bulletin* no. 3). Includes photographs of facilities of the Archives, but is devoted largely to the house and gardens.

271. LORD, CLIFFORD L. The remodeling — what has been accomplished? *Wisconsin magazine of history*, 39: 89-91 (Winter, 1955-56). Discusses remodeling of building of Wisconsin State Historical Society.
272. ROBISON, DAN M. Planning the Tennessee State Library and Archives Building. *American archivist*, 19: 139-150 (Apr., 1956).

See also 43, 164, 181, 188, 232-233, 240, 487, 499.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

273. DARLINGTON, IDA. The weeding and disposal of files. Society of Archivists, *Journal*, 1: 47-49 (Oct., 1955).
274. DAVID, CHARLES W. The conservation of historical source materials. *American documentation*, 7: 76-82 (Apr., 1956). Some observations primarily on business records and the problem of their bulk and appraisal, by the former director of libraries, University of Pennsylvania, now director of the Longwood (Dupont) Library, Kennett Square, Pa.
275. DREWRY, ELIZABETH B. Records disposition in the Federal Government. *Public administration review*, 15: 218-221 (Summer, 1955).
276. HOUSECLEANING city hall — some on-the-record tips. *American municipal news*, 10, no. 3: 1-2 (Mar., 1956). Describes records disposal activities of the City of Philadelphia, under Charles E. Hughes, Jr., Archivist of Philadelphia.
277. HULL, FELIX. The destruction of administrative records: the county repository and the Grigg report. Society of Archivists, *Journal*, 1: 41-43 (Oct., 1955).
278. PAGANO, LUIGI A. Note sulle eliminazioni degli atti di archivio di inutile conservazione (scarti). *Rassegna degli Archivi di Stato*, 15: 95-120 (1955).
279. REGELE, OSKAR. Die Aktenskartierung im Wiener Kriegsarchiv in alter und neuer Zeit. *Archivalische Zeitschrift*, 50/51: 218-221 (1955). A discussion of the screening and disposal of documents in the Vienna Kriegsarchiv in past and recent times.
280. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Applying records schedules. [Washington, 1956] 23 p. (*Records management handbook. Managing noncurrent files*).

See also 38, 61, 65, 72, 87, 143, 175, 202, 205, 308.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

281. BARROW, WILLIAM J. Manuscripts and documents; their deterioration and restoration. Charlottesville, Va., Univ. of Virginia Press [1955]. 86 l. Includes bibliography. "Copies of this preliminary study have been produced under the auspices of the Bibliographical Society of the University of Virginia."
282. BAUGHMAN, ROLAND. Conservation of old and rare books. *Library trends*, 4: 239-247 (Jan., 1956).
283. GUPTA, R. C. How to fight white ants. *Indian archives*, 8: 121-129 (July-Dec., 1954). Discusses various aspects of termite control.
284. HORTON, CAROLYN. The care of leather. *History news*, 10: 31-32 (June, 1955).
285. HUMMEL, RAY O., AND W. J. BARROW. Lamination and other methods of restoration. *Library trends*, 4: 259-268 (Jan., 1956).
286. INDIA. NATIONAL ARCHIVES. Studies in dextrine paste. New Delhi, 1955. 5 p. (*Technical bulletin* no. 1).
287. KISHORE, RANBIR AND C. P. MEHRA. Use of naphthalene as a fumigant for books and manuscripts in libraries and record depositories. *Indian archives*, 8: 164-165 (July-Dec., 1954).

288. Paper Publications Society. A short guide to books on watermarks. Hilversum, Holland, 1955. 16 p.

289. Tauber, Maurice F. Conservation comes of age. *Library trends*, 4: 215-221 (Jan., 1956).

290. U. S. Agriculture Department. Leather bookbindings; how to preserve them. [Washington, 1956] 8 p. (*Leaflet* no. 398).

See also 43, 499, 502, 504.

VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Findings Aids

A. General Discussion

291. Bohnert, Lea M. Two methods of organizing technical information for search. *American documentation*, 6: 134-151 (July, 1955). A study comparing the method of library classification with methods not requiring the use of mutually exclusive or hierarchical classes.

292. Cowles, Josephine. Cataloging special collections. *Journal of cataloging and classification*, 12: 8-11 (Jan., 1956).

293. Fairthorne, R. A. Essentials for document retrieval. *Special libraries*, 46: 340-353 (Oct., 1955).

294. Fairthorne, R. A. The patterns of [information] retrieval. *American documentation*, 7: 65-70 (Apr., 1956). A discussion of information theory with special reference to library classification.

295. Farley, A. E. Cataloging special collection materials. *Journal of cataloging and classification*, 12: 11-14 (Jan., 1956).

296. Gull, C. D. Posting for the uniterm system of coordinate indexing. *American documentation*, 7: 9-21 (Jan., 1956).

297. Kretzschmar, Hellmut. Gedanken über Archivinventare. *Archivalische Zeitschrift*, 50/51: 185-191 (1955).

298. Landuyt, Miriam M., *comp.* Indexing systems suitable for technical literature handling: a bibliography. *Special libraries*, 47: 124-125 (Mar., 1956).

299. Macmillan, David S. The classification and description of business records. Business Archives Council of Australia, *Bulletin*, May 1956, p. 16-23.

300. Marks, G. K., and J. M. Jennings. Manuscript arrangement of the Virginia Historical Society. *Virginia librarian*, 2: 45 (Jan., 1956).

301. Martin, Dorothy V. Use of cataloging techniques in work with records and manuscripts. *American archivist*, 18: 317-336 (Oct., 1955). An adaptation of a lecture given in recent years for the American University's summer institute on the preservation and administration of archives and other courses for training archivists and manuscript custodians.

302. Sanford, John A., and Frederick R. Theriault. Problems in the application of uniterm coordinate indexing. *College and research libraries*, 17: 19-23 (Jan., 1956).

303. U. S. Adjutant General's Office. Departmental Records Branch. Cataloging rules in the Departmental Records Branch. By Ken Munden. [Washington] 1955. 16 p. A lecture-demonstration, to be read in conjunction with the Departmental Records Branch's *Standing Operating Procedures*, Section 8, *Rules for Subject Cataloging* (item 143, above).

304. Warheit, I. A. A study of coordinate indexing as applied to U. S. Atomic Energy Commission reports. *College and research libraries*, 16: 278-285 (July, 1955). Includes "A Reply to Dr. Warheit" by Mortimer Taube.

See also 104, 143, 175, 394, 468, 484-485, 487, 490, 494.

VII. B. United States in General and Federal Government

305. Bell, Whitfield J. Early American science; needs and opportunities for study. Williamsburg, Va., Institute of Early American History and Culture, 1955. 85 p. A survey of areas and subjects for research, with indication of location of manuscript materials.

306. Brand, Katharine E. Woodrow Wilson, in his own time. Library of Congress, *Quarterly journal of current acquisitions,* 13: 61-72 (Feb., 1956). Describes broadly some 18,000 pieces of Wilson materials received by the Library from Mrs. Wilson since the initial deposit of the Wilson Papers, with an indication of papers of Wilson's associates that are also in the Library and of the location of papers of members of his cabinet in other custody.

307. Crandall, Marjorie L. Confederate imprints; a check list based principally on the collection of the Boston Athenaeum. With an introduction by Walter Muir Whitehill. [Boston] Boston Athenaeum, 1955. 2 vols. *Contents.* — v. 1, Official publications; v. 2, Unofficial publications (v. 2, pt. 3, Sheet music, comp. by Richard B. Harwell).

308. Holverstott, Lyle J. The General Accounting Office accession: its history and significance. *U. S. National Archives accessions,* no. 52: 1-11 (Feb., 1956).

309. Hubach, Robert R. Unpublished travel narratives of the Early Midwest, 1720-1850: a preliminary bibliography. *Mississippi Valley historical review,* 42: 525-548 (Dec., 1955). A bibliography of 199 entries drawn from the holdings of 30 libraries.

310. Jones, J. A. Key to the annual reports of the United States Commissioner of Indian Affairs. *Ethnohistory,* 2: 58-64 (Winter, 1955). A key to the location of the annual reports in the published volumes of the Congressional Serial Set.

311. Leder, Lawrence H., ed. The Livingston Indian Records, 1666-1723. *Pennsylvania history,* 23: 1-240 (Jan., 1956). Includes a study by the editor, "Robert Livingston (1654-1728), Secretary for Indian Affairs, and his papers," p. 5-14, giving the history of the papers, followed by the text of the documents, which are on deposit in the Franklin D. Roosevelt Library, Hyde Park, N. Y.

312. Litton, Gaston. The resources of the National Archives for the study of the American Indian. *Ethnohistory,* 2: 191-208 (Summer, 1955). A paper read at a joint session of the Mississippi Valley Historical Association and the Ohio Valley Historic Indian Conference in St. Louis, Mo., April 29, 1955.

313. Spielman, Herbert. The accessibility of Department of State materials relating to American-Far Eastern relations. *Far Eastern quarterly,* 15: 97-103 (Nov., 1955).

314. U. S. Adjutant General's Office. Departmental Records Branch. General list of declassified seized records. Washington, 1955. 16 p.

315. U. S. Federal Records Center, *St. Louis, Mo.* Personnel records in the independent agencies record group. St. Louis, 1956. 139 l. (Reference Service Branch, *Monograph* no. 12).

316. U. S. Federal Records Center, *St. Louis, Mo.* Personnel records of the Department of Health, Education, and Welfare (formerly Federal Security Agency). St. Louis, Mo., 1956. 85, [4] l. (Reference Service Branch, *Monograph* no. 13).

317. U. S. Federal Records Center, *St. Louis, Mo.* Personnel records of the Department of the Treasury. Prepared by Lawrence S. Cromshaw, Research and Coordination Section. St. Louis, Mo., 1956. 1 vol. (looseleaf). (Reference Service Branch, *Monograph* no. 11).

318. U. S. Library of Congress. Annual reports on acquisitions: manuscripts. *Quarterly journal of current acquisitions,* 13: 145-167 (May, 1956).

319. U. S. Library of Congress. Catalog of the Woodrow Wilson Centennial Exhibit. *Quarterly journal of current acquisitions,* 13: 73-105 (Feb., 1956).

320. U. S. Library of Congress. Michigan [from wilderness to center of industry] sesquicentennial of the Territory, 1805-1955. An exhibition in the Library of Congress, October 4, 1955, to January 6, 1956. Washington, 1955. 70 p.

(*State exhibition catalogs*, 18). Catalog of the exhibition, which included items loaned by the National Archives.

321. U. S. LIBRARY OF CONGRESS. Walt Whitman, a catalog based upon the collections of the Library of Congress, with notes on Whitman collections and collectors. Washington, 1955. xvii, 147 p.

321A. U. S. NATIONAL ARCHIVES. Preliminary inventory of the cartographic records of the Office of the Chief of Naval Operations (Record group 38). Comp. by Charlotte M. Ashby. Washington, 1955. 17 p. (*Preliminary inventory* no. 85).

322. U. S. NATIONAL ARCHIVES. Preliminary inventory of the cartographic records of the Panama Canal (Record group 185). Comp. by James B. Rhoads. Washington, 1956. 72 p. (*Preliminary inventory* no. 91).

323. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the American Commission to Negotiate Peace (Record group 256). Comp. by H. Stephen Helton. Washington, 1955. 184 p. (*Preliminary inventory* no. 89).

324. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the American War Production Mission in China (Record group 220). Comp. by John E. Maddox. Washington, 1955. 10 p. (*Preliminary inventory* no. 88).

324A. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Extension Service (Record group 33). Comp. by Vergil E. Baugh. Washington, 1955. 37 p. (*Preliminary inventory* no. 83).

325. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Office for Emergency Management (Record group 214). Comp. by Henry T. Ulasek. Washington, 1956. 20 p. (*Preliminary inventory* no. 92).

326. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Office of the Pardon Attorney (Record group 204). Comp. by Gaiselle Kerner. Washington, 1955. 13 p. (*Preliminary inventory* no. 87).

326A. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the President's Commission on Migratory Labor (Record group 220). Comp. by Hardee Allen. Washington, 1955. 7 p. (*Preliminary inventory* no. 86).

326B. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Select Committee of the House of Representatives to Investigate Acts of Executive Agencies beyond the Scope of Their Authority, 1943-46 (Record group 233). Comp. by George P. Perros. Washington, 1955. 64 p. (*Preliminary inventory* no. 84).

326C. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the United States Antarctic Service (Record group 126). Comp. by Charles E. Dewing and Laura E. Kelsay. Washington, 1955. 59 p. (*Preliminary inventory* no. 90).

327. U. S. NAVAL ACADEMY. MUSEUM. Catalogue of the Christian A. Zabriskie Manuscript Collection. [Annapolis] 1956. 6 p.

328. U. S. NAVAL ACADEMY. MUSEUM. Catalogue of the Rosenbach Collection of manuscripts. Annapolis, Md., 1956. 10 p.

329. VAN RIPER, PAUL P. A survey of materials for the study of military management. *American political science review*, 49: 828-850 (Sept., 1955). Includes a section on "Archival and other basic indexes," p. 836-844, relating chiefly to literature indexes; and on "Official historical programs," p. 844-846.

330. WILLIAMS, SCHAFER. The G. R. G. Conway Collection in the Library of Congress; a checklist. *Hispanic American historical review*, 35: 386-397 (Aug., 1955). Describes materials relating to Mexico's colonial history, including transcripts and translations of archival materials, copies of maps, issues from Conway's private press, and a group of early copies and original papers (the Talamantes and Pichardo papers).

See also 54, 127, 438, 497, 503.

VII. C. State and Local

331. Ander, O. F. Augustana College Archives. *Illinois libraries*, 37: 168-175 (June, 1955).

332. The Andre deCoppet Collection of American Historical Manuscripts; a catalogue of an exhibition in the Princeton University Library, May 16 to June 30, 1955. Princeton University, Library, *Chronicle*, 16: 166-181 (Summer, 1955). The deCoppet Collection has recently been presented to the Library.

333. Avery, Mary W. The W. Park Winans manuscripts. *Pacific Northwest quarterly*, 47: 15-20 (Jan., 1956). Describes a collection in the library of the State College of Washington.

334. The Birth of an international bank. Harvard Library, *Bulletin*, 10: 146-147 (Winter, 1956). Describes printed and manuscript materials relating to the organization of the Bank for International Settlements, presented to the Library by Walter Lichtenstein, who was General Secretary of the Organization Committee for the Bank, which met in Baden-Baden, October 3-November 13, 1929. Some of the material relates to The Hauge Conference of which the Baden-Baden Conference was a subsidiary.

335. Bowen, Dorothy and Philip Durham. Walt Whitman materials in the Huntington Library. Huntington Library, *Quarterly*, 19: 81-96 (Nov., 1955). Includes description of manuscript materials.

336. Butterfield, Margaret. David Jayne Hill and Andrew Carnegie. University of Rochester, Library, *Bulletin*, 11: 33-41 (Spring, 1956). A description of the personal papers of David Jayne Hill, President of the University, deposited in the University Library. Of special interest are two series: 1) Some thirty letters and telegrams exchanged between Theodore Roosevelt and Hill, at the time U. S. Ambassador in Berlin (1909-10); 2) a larger group of letters between Hill and Andrew Carnegie, 1904-11.

337. Butterfield, Margaret. The Thomas E. Dewey Papers. Rochester, University, Library, *Bulletin*, 11: 39-42 (Spring, 1955). A summary of the scope and extent of the papers, which have been deposited in the University of Rochester Library.

338. Clark, Alexander P. The Woodrow Wilson Collection; a survey of additions since 1945. Princeton University, Library, *Chonicle*, 17: 173-182 (Spring, 1956).

339. Colorado. State Archives and Public Records Division. The John Franklin Shafroth Collection (1854-1922); attorney, U. S. Representative, Governor of Colorado, U. S. Senator, Chairman, [U. S.] War Minerals Relief Commission. Denver, 1956. 16 p. (*Bulletin* no. 6). "Final preparation of this guide was assigned to Dr. Ralph Sorvig."

340. Connor, Seymour V. A preliminary guide to the archives of Texas. *Southwestern historical quarterly*, 59: 255-334 (Jan., 1956).

341. Cornell University. Collection of Regional History and the University Archives. Report of the Curator and Archivist, 1950-1954. [n. p., n. d.] 77 p. A catalog of the manuscripts and other materials acquired during the past four years. Established July 1, 1951, the Cornell University Archives is with the Collection of Regional History in an administrative division of the Cornell University Library. Additions to the University Archives are described on p. 17-32.

342. Creecy, John H., *ed.* Virginia antiquary: Vol. I, Princess Anne County loose papers, 1700-1789. Richmond, Va., Dietz Press, 1954. 221 p. Abstracts of selected papers.

343. Forest History Foundation, *St. Paul, Minn.* A survey of Forest history resources for the St. Croix River Valley, Minnesota, Wisconsin. By Helen McCann White. St. Paul, Minn., 1955. 18 l. (*Forest history report* no. 1).

344. Georgia. Archives and History Department. Authentic list of all land lottery grants made to veterans of the Revolutionary War by the State of Georgia.

Taken from official State records in the Surveyor-General Department. Comp. by Alex M. Hitz. Atlanta, 1955. 78 p.

345. Haring, Clarence H. The Pizarro-La Gasca Manuscript Collection in the Huntington Library. Huntington Library, *Quarterly*, 18: 409-414 (Aug., 1955). Describes a collection of some 3,000 pages of manuscripts relating chiefly to the rebellion of Gonzalo Pizarro in Peru in the years 1544-48.

346. Hook, Alice P. Resources of the Library. Historical and Philosophical Society of Ohio, *Bulletin*, 14: 105-121 (Apr., 1956). Includes brief description of some of the Society's more valuable manuscript collections.

347. Hughes, Charles E. Independence Square deeds collection. *WHYY program guide*, April 1956. Philadelphia, 1956. p. 27-28. Describes discovery by the Archives Division of the Records Department of the City of Philadelphia of the original collection of deeds relating to the acquisition of Independence Hall by the City.

348. Kentucky Historical Society. Guide to the manuscripts of the Kentucky Historical Society. [Comp. by] G. Glenn Clift. Frankfort, Ky., 1955. vii, 185 p.

349. Knights of Columbus Foundation for the Preservation of the Historic Documents at the Vatican Library, *St. Louis, Mo.* Some examples of various types of research materials contained in the Knights of Columbus Vatican Microfilm Depository at St. Louis University. [n. p., n. d.] 7 l. A report on holdings as of February 6, 1956. The manuscripts are from the Vatican Library, not the Vatican Archives.

350. Manross, William W. Resources of the Church Historical Society. Protestant Episcopal Church, *Historical magazine*, 24: 201-206 (1955). A summary of "collections and archives."

351. Marchman, Watt P. The Rutherford B. Hayes Memorial Library. *College and research libraries*, 17: 224-227 (May, 1956). Describes briefly the printed, manuscript, and museum materials holdings of the Library, located at Fremont, Ohio.

352. Maryland. Hall of Records. Index holdings, 1956. [n. p., n. d.] 12 l. (*Bulletin* no. 10).

353. Maryland. Hall of Records Commission. Calendar of Maryland State papers. No. 4. Pt. 3. The red books. Annapolis, 1955. 314 p. With the appearance of this volume, the calendaring of "Rainbow Series," begun in 1942, is completed. save for a supplementary volume calendaring miscellaneous materials in the "Blue Books."

354. Mason, Philip P. Manuscript sources of Michigan educational history in the Archives of the [Michigan] Historical Commission. *Michigan history*, 39: 333-337 (Sept., 1955).

355. Mason, Philip P. Report of the Archives of the [Michigan] Historical Commission. *Michigan history*, 39: 221-232 (June, 1955). Includes outline of "major subdivisions of the manuscripts in the governors' files, covering the period, 1810-1910."

356. Minnesota Historical Society. Manuscripts collections of the Minnesota Historical Society. Guide number 2. Comp. by Lucile M. Kane and Kathryn A. Johnson. St. Paul, 1955. 212 p. "The present *Guide* includes the personal papers that have been cataloged since 1935, as well as reminiscences, genealogies, records of business firms, labor organizations, and churches, and papers of social, cultural, fraternal, civic, and educational groups." Since the *Guide* was four years in preparation, "many important collections received since it was begun are not included" (Intro.).

357. Neill, Wilfred T. Surveyors' field notes as a source of historical information. *Florida historical quarterly*, 34: 329-333 (Apr., 1956). Describes surveyors' field notes and maps in the Archives of the Field Note Division, Florida Department of Agriculture, Tallahassee.

358. Oklahoma. University. [Library] Archival material for government research

in the Division of Manuscripts at the University of Oklahoma [n. p., 1955] 2 l. (*Reference circular* no. 1).

359. OLSON, JAMES C. The Nebraska State Historical Society in 1955. *Nebraska history*, 26: 281-296 (Dec., 1955). The report of the library, including list of 53 "manuscript collections" processed during the year, appears on p. 290-292.

360. PATTERSON, JERRY E. Manuscripts relating to Peru in the Yale University Library. *Hispanic American historical review*, 36: 243-262 (May, 1956). A catalog, with index of personal names.

361. POLLAK, FELIX. The Spanish American collections at Northwestern University Library. *Hispanic American historical review*, 35: 499-501 (Nov., 1955). Includes description of the Bolivian manuscripts acquired as part of the Lanza Collection.

362. REITER, EDITH S. Manuscripts in Marietta. *Manuscripts*, 8: 117-120 (Winter, 1956). Describes some of the holdings of the Campus Martius State Memorial Museum at Marietta, Ohio.

363. RICHARDS, GERTRUDE, *comp.* New letters of George Washington to Benjamin Lincoln. Harvard Library, *Bulletin*, 10: 39-72 (Winter, 1956). A calendar.

364. RICHARDSON, ELMO R., *comp.* The papers of Cornelius Cole and the Cole Family, 1833-1943; a guide to collection 217. Los Angeles, Univ. of Calif. Library, 1956. 53 p. (UCLA Library *Occasional papers*, no. 4).

365. SHOEMAKER, FLOYD C. Annual meeting of the State Historical Society of Missouri, 1955. *Missouri historical review*, 50: 159-167 (Jan., 1956). Includes data on manuscript accessions.

366. STANFORD UNIVERSITY. HOOVER INSTITUTE AND LIBRARY ON WAR, REVOLUTION, AND PEACE. The Hoover Library collection on Germany. By Hildegard R. Boeninger. Stanford, Stanford Univ. Press [1955] 56 p. (*Collection survey* no. 2). Covers the period from 1871 to date. The collection includes official publications, books, pamphlets, manuscripts, and serial publications.

367. STANFORD UNIVERSITY. HOOVER INSTITUTE AND LIBRARY ON WAR, REVOLUTION, AND PEACE. Japanese-sponsored governments in China, 1937-1945. An annotated bibliography compiled from materials in the Chinese Collection of the Hoover Library. By Frederick W. Mote. Stanford, Stanford University Press, 1954. 68 p. (*Bibliographical series* 3). A bibliography of printed materials, including official publications.

368. TAYLOR, VIRGINIA H., *tr. and ed.* Calendar of the letters of Antonio Martinez, last Spanish Governor of Texas, 1817-1822. *Southwestern historical quarterly*, 59: 372-381, 473-486 (Jan., Apr., 1956). Calendar of manuscripts in the Nacogdoches Archives in the Texas State Library. To be continued.

369. TAYLOR, VIRGINIA H. The Spanish Archives of the General Land Office of Texas. Austin, Lone Star Press, 1955. 258 p.

370. VAN DEUSEN, GLYNDON G. Thomas E. Dewey and contemporary history. Rochester, University, Library, *Bulletin*, 11: 37-38 (Spring, 1955). Describes negotiations for deposit of Governor Dewey's papers in the University of Rochester Library.

371. VANDER VELDE, ESTHER R. Organization of the William Allen White Collection. *Journal of cataloging and classification*, 12: 15-20 (Jan., 1956). Describes the holdings at the William Allen White Library in Emporia, Kansas.

372. WEBER, DAVID C. Non-book materials in the Harvard Library. Harvard Library, *Bulletin*, 9: 268-273 (Spring, 1955).

373. WILL RANSOM: a biographical portrait. Newberry Library, *Bulletin*, 4: 1-9 (Nov., 1955). Includes mention of Ransom's 150 loose-leaf binders of "private press records."

374. WOODROW WILSON; catalogue of an exhibition in the Princeton University Library, February 18 through April 15, 1956, commemorating the centennial of his birth. Princeton University, Library, *Chronicle*, 17: 113-162 (Spring, 1956).

See also 159, 171, 174, 357, 426, 429, 468, 496.

VII. D. Foreign Countries

375. Balleine, G. R. The Archives of Jersey. *Archives*, 2, no. 13: 233-236 (Lady Day, 1955).

376. Bein, Alex. Resources for American Zionist history in the Jerusalem Archives. [n. p., n. d.] 17 l. At head of title: Conference on the Early History of Zionism in America — American Jewish Historical Society and Jewish Agency for Palestine.

377. Belgium. Archives Générales du Royaume. Inventaire des archives de la famille van der Noot. By E. Lejour. Brussells, Montagne de la Cour, 1954. 148 p.

378. Belgium. Archives Générales du Royaume. Inventaire des archives des Tribunaux criminels du Département de la Dyle et de la cour d'assises du Brabant, 1794-1832. By Lucienne van Meerbeeck. Bruxelles, Montagne de la Cour, 1954. [35] p.

379. Belgium. Archives Générales du Royaume. Inventaire des archives du Conseil d'État. By M. R. Thielmans, R. Petit, and R. Boumans. Bruxelles, Montagne de la Cour, 1954. 157 p.

380. Bond, Maurice. The Victoria Tower and its records. *Parliamentary affairs*, 8: 482-491 (1955). Describes records of the House of Lords.

381. Bordonau, Miguel. Los archivos eclesiasticos españoles. *Archivum*, 4: 71-88 (1954).

382. Borsa, Iván. La situation des archives ecclésiastiques dans la République populaire de Hongrie. *Archivum*, 4: 105-114 (1954).

383. Boyle, George. Archives of the United Church of Canada. *Archivum*, 4: 61-65 (1954).

384. Burrus, E. J. An introduction to bibliographical tools in Spanish archives and manuscript collections relating to Hispanic America. *Hispanic American historical review*, 35: 443-483 (Nov., 1955).

385. Canada. Public Archives. Inventaire provisoire, fonds des manuscrits no. 5, Ministere des Affaires Étrangères, Paris. [Ottawa] 1955. 44 p.

386. Cobb, Henry S. The Archives of the Church Missionary Society. *Archives*, 2, no. 14: 293-299 (Michaelmas, 1955). The Archives of the Society, founded in 1799 by a group of Evangelical Anglicans, have recently been grouped, classified, boxed, and repaired under a grant from the Pilgrim Trust.

387. Colvin, H. M. Architectural history and its records. *Archives*, 2, no. 14: 300-311 (Michaelmas, 1955). Includes notes indicating what documentary evidence is available for the "historical study" of English buildings, exclusive of architectural archives proper, which were discussed in an article by J. H. Harvey in *Archives*, 2, no. 13: 117-122 (1954).

388. Cuba. Archivo Nacional. Inventario general del Archivo de la delegacion del Partido Revolucionario cubano en Neuva York (1892-1898). Vol. 1. La Habana, 1955. 322 p.

389. Debien, G. [and others] Plantations d'Amerique et papiers de famille. *Annales des Antilles*, no. 2: 1-16; nos. 3-4: 26-65 (1955). A discussion of materials in private archives in Western France and the French Antilles relating to the colonization of the French Antilles.

390. Denmark. Rigsarkivet. Central-administrationens afleveringer til Rigsarkivet, 1921-45, ved C. Rise Hansen. Kobenhavn, Ejnar Munksgaard, 1956. 53 p. A summary listing of accessions for the 25-year period.

391. Fowle, J. P., *ed.* Wiltshire quarter sessions and assizes, 1736. Devizes, Wiltshire Archaeological and Natural History Society, 1955. lxv, 213 p. A documentary publication with a very full introduction containing information on all the Quarter Sessions records for the county and on the history of the records.

392. [France] Archives Départementales de la Réunion. Repertoire numérique de la serie L: Révolution-Empire-Régime anglais, 1789-1815. By E. P. Thébault. Nerac, Imp. G. Couderc, 1954. 133 p.

393. Gall, Franz. Die Archive der deutschen Universitäten in Deutschland, Österreich und der Schweiz. *Archivalische Zeitschrift*, 50/51: 141-151 (1955).

394. Gandilhon, René. Les "inventaires sommaires" des archives départementales de France. *Archivalische Zeitschrift*, 50/51: 153-164 (1955).

395. Hadfield, Charles. Sources for the history of British canals. *Journal of transport history*, 2: 80-89 (Nov., 1955). Includes data on canal company records in various repositories.

396. Hayes, R. J. Irish historical sources in foreign archives. *Archivalische Zeitschrift*, 50/51: 235-236 (1955). Describes a preliminary survey and listing by the National Library of Ireland of some 3,000 manuscripts written during the medieval period by Irishmen or about Ireland. Only 40 of these items are in Ireland. It is hoped to complete the microfilming of these manuscripts within 10 years, thus replacing some of the losses incurred in the destruction of the Public Record Office in 1922.

397. Hill, Roscoe R. Ecclesiastical archives in Latin America. *Archivum*, 4: 135-144 (1954).

398. Hull, Peter L. Some Bedfordshire surveyors of the eighteenth century. Society of Archivists, *Journal*, 1: 31-37 (Oct., 1955).

399. Jørgensen, Harald. Danish ecclesiastical archives. *Archivum*, 4: 67-70 (1954).

400. Kearns, Conleth (Rev.). Archives of the Irish Dominican College, San Clemente, Rome. *Archivium Hibernicum. Irish historical records*, 18: 145-149 (1955).

401. Lampe, Walther. Vom Archivwesen innerhalb der evangelischen Kirche in Deutschland. *Archivum*, 4: 49-59 (1954).

402. Leeds. University. Brotherton Library. The Novello Cowden Clarke Collection. Leeds, the Library, 1955. 19 p. Summary account of the manuscripts.

403. Le Tourneau, Roger. Les archives musulmanes en Afrique du Nord. *Archivum*, 4: 175-178 (1954).

404. Mahieu, Bernard. Les archives de l'église catholique en France. *Archivum*, 4: 89-104 (1954).

405. Manitoba. Legislative Library. Archives Branch. Public Archives of Manitoba. Preliminary inventory, 1955. Winnipeg [n. d.] 52 p. A general description of the holdings of the Archives Branch, which are chiefly nonarchival in character.

406. Martin, F. X. Archives of the Irish Augustinians, Rome. *Archivum Hibernicum. Irish historical records*, 18: 157-163 (1955).

407. Mexico. Dirección General de Correos. Oficina de Museo y Biblioteca. Catálogo de documentos históricos de la biblioteca postal. Mexico, 1954. 110 p.

408. Mommsen, Wolfgang. Die schriftlichen Nachlässe in den zentralen deutschen und preussischen Archiven. Koblenz, 1955. 139 p. (*Schriften des Bundesarchivs*, 1).

409. Monicat, Jacques. Les archives notariales. *Revue historique*, no. 214: 1-9 (July-Sept., 1955).

410. New Zealand. Internal Affairs Department. Archives Division. Preliminary inventory no. 5. Archives of the Provinces of Otago and Southland. Wellington, 1955. 16 p.

411. Pandzić, Basile. Les archives générales de l'Ordre des Frères-Mineurs. *Archivum*, 4: 153-164 (1954).

412. Peña Cámara, José María de la. A list of Spanish residencias in the Archives of the Indies, 1516-1775; administrative judicial review of colonial officials in the American Indies, Philippine and Canary Islands. Compiled for the Library of Congress. Washington, Library of Congress, Reference Dept., 1955. x, 109 p.

413. Perry, Ruth. New sources for research in Nigerian history. *Africa*, 25: 430-432 (1955). Describes collections at University College Library, Ibadan, including archives of missionary societies relating to early Nigerian history.

414. Ridge, Alan D. The records of the London Commissioners of Sewers. Society of Archivists, *Journal*, 1: 37-40 (Oct., 1955).

415. Sandberg, Arnold. The archives of the church and the religious movements in Sweden. *Archivum*, 4: 123-134 (1954).

416. Slatter, M. Doreen. The study of the records of the Court of Arches. Society of Archivists, *Journal*, 1: 29-31 (Oct., 1955). A description of the records of the court of appeal for the ecclesiastical courts of the province of Canterbury.

417. Stern-Taeubler, Selma. Les archives religieuses juives d'Europe. *Archivum*, 4: 165-173 (1954).

418. Stewart, Bertram. The library and the picture collection of the Port of London Authority. London, The Richards Press ltd., 1955. 86 p. A survey of the archives, books, and pictures preserved by the Authority and it predecessors.

419. Suri, V. S. Facts about villages in Delhi Province. *Indian archives*, 8: 130-134 (July-Dec., 1954). Describes a series of volumes relating to about 400 villages in the Province of Delhi from 1828 to the end of the century.

420. Taylor, F., *comp.* Hand-list of the Bagshawe muniments deposited in the John Rylands Library. Manchester, 1955. 143 p.

421. Teschitel, P. Josephus. Archivum Romanum Societatis Iesu (ARSI). *Archivum*, 4: 145-152 (1954).

422. Toronto. Public Library. Guide to the manuscript collection in the Toronto Public Libraries. Toronto, 1954. 116 p.

423. Toussaint, Auguste. Bibliography of Mauritius (1502-1954), covering the printed record, manuscripts, archivalia, and cartographic material. Port Louis, Mauritius, Esclapon Ltd., 1956. 884 p. A systematic listing, as exhaustive as possible, of printed, manuscript and cartographic materials relating to the island of Mauritius and its dependencies, whether available in Mauritius or in other countries. Group E, "Manuscripts & Archivalia," p. 513-658, lists manuscript and archival materials in Mauritius and Rodrigues (p. 580-626) and in 15 other countries — Aden, Argentina, Australia, Ceylon, Denmark, France, Germany, Great Britain, India, Indonesia, Madagascar, the Netherlands, Réunion, the Union of South Africa, and the United States of America.

424. Ven, A. J. van de. Les archives religieuses aux Pays-Bas. *Archivum*, 4: 115-122 (1954).

425. Wright, Nathalia. The small miracle at Petit Sully. How lost manuscripts were found under delightful circumstances. *Manuscripts*, 7, no. 1: 42-43 (Fall, 1955). Relates to discovery in Switzerland of drawings and other manuscript materials of and relating to the American sculptor, Horatio Greenough (1805-1852).

See also 126, 220-221, 314, 429, 438, 454, 469-470.

VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts

426. Arnade, Charles W. Florida history in Spanish archives; reproductions at the University of Florida. *Florida historical quarterly*, 34: 36-50 (July, 1955).

427. Ballou, Hubbard W., and John Rather. Microfilm and microfacsimile publications. *Library trends*, 4: 182-194 (Oct., 1955). A brief description of various microtechniques and of the organization and servicing of microfilm collections. Includes bibliography.

428. Born, Lester K. A program for enriching American library resources. *American documentation*, 6: 219-225 (Oct., 1955). Urges the importance of developing a national plan for large scale microfilming operations.

429. California. University. Library. A preliminary index of German Foreign Ministry Archives, 1867-1920, microfilmed at Whaddon Hall [England] for General Library, University of California, Berkeley. Berkeley, 1954. 1 vol. (looseleaf).

430. Carruthers, R. H. A simple method for figuring microfilm footage on a slide rule. *American documentation*, 7: 44-45 (Jan., 1956).

431. Crooks, Elliott. Facsimile systems as an aid to research. *American documentation*, 7: 40-43 (Jan., 1956).

432. Eastman Kodak Company, *Rochester, N. Y.* What's available on microprint cards; a summary. [Rochester, N. Y., 1956] [8] p.

433. Morrill, George P. Lilliputian business; Readex Microprint is running the world's largest printing project in a converted Vermont funeral parlor. *Vermont life*, 10, no. 2: 8-11 (Winter, 1955-56). Describes the Boni plant at Chester, Vt., which is publishing in microtext the *Sessional Papers* of the British House of Commons.

434. Muller, Robert H. Microfilming services of large university and research libraries in the United States. *College and research libraries*, 16: 261-266 (July, 1955).

435. [Standardization of microcopying] *Courrier de la normalisation*, no. 122 (Mar.-Apr., 1955). Covers various aspects of standardization in microcopying.

436. United Nations Educational, Scientific, and Cultural Organization. Microcopying material in libraries and archives. *Unesco bulletin for libraries*, 10: 39-40 (Feb.-Mar., 1956). Text of "Proposals to facilitate the provision of microcopies of materials in libraries and archives," not a formal Unesco proposal but stemming from a survey conducted by it.

437. U. S. Army Department. Microfilming of records. Washington, 1955. 91 p. (*Technical manual* TM 12-257). Supersedes 1946 edition.

438. U. S. Library of Congress. British manuscripts project; a checklist of the microfilms prepared in England and Wales for the American Council of Learned Societies, 1941-1945. Comp. by Lester K. Born, Coordinator of Microreproduction Projects. Washington, 1955. xvii, 179 p. Describes the contents of 2,652 reels of microfilm reproductions of nearly 5 million pages of manuscripts and of rare printed materials in some of the major public and private collections of England and Wales, with an introduction tracing the background and history of the project.

See also 34, 51, 100, 126, 143, 486.

IX. Service, Use, and Publication of Records and Historical Manuscripts

439. Benjamin, Mary A. Manuscript market and the librarian. *College and research libraries*, 17: 119-126 (Mar., 1956). Also published in *Manuscripts*, 8: 30-37 (Fall, 1955). A paper read at the annual meeting of the American Library Association, July 1955, presenting the views of the autograph dealer as to the relationships between dealers, librarians, and private owners of manuscripts.

440. Bickmore, D. P. The reproduction of maps for record publications. *Archives*, 2, no. 13: 253-259 (Lady Day, 1955).

441. Blegen, Theodore C. Adventures in historical research. *Wisconsin magazine of history*, 39: 3-6, 47-48 (Autumn, 1955).

442. Bornet, Vaughn D. The new labor history: a challenge for American historians. *The historian*, 18: 1-24 (Autumn, 1955).

443. Bornet, Vaughn D. Oral history *can* be worthwhile. *American archivist*, 18: 241-253 (July, 1955).

444. Carter, Clarence E. The Territorial Papers of the United States: a review and a commentary. *Mississippi Valley historical review*, 42: 510-524 (Dec., 1955).

445. Colket, Meredith B., *comp.* Genealogical bibliography, compiled for the Institute of Genealogical Research. Washington, D. C., The American University, School of Social Sciences and Public Affairs, 1955. 18 p. A list of published materials.

446. Crone, G. R. The use of maps in record publications. *Archives*, 2, no. 13: 247-252 (Lady Day, 1955).

447. Deale, H. Vail. Insurance re-evaluation. *Library journal*, 80: 2814-2818 (Dec. 15, 1955). Discusses problem of fire insurance for library buildings, holdings, shelflists, and catalogs. Includes bibliography.

448. Delaware. Public Archives Commission. Delaware's role in World War II, 1940-1946. By William H. Conner [and] Leon de Valinger. Dover, 1955. 2 vols.

449. Fields, Joseph E. A census — sets of signers of the Declaration of Independence. *Manuscripts*, 8: 149-152 (Spring, 1956). Lists 40 sets in institutional and private custody.

450. Freeman, Douglas S. The Freeman letters on George Washington. Ed. by Allan Nevins. *American heritage*, 7, no. 2: 65-71 (Feb., 1956). Text of letters by Freeman to the Carnegie Corporation relating to his researches on Washington.

451. Grover, Wayne C. The publication of historical sources. Washington, National Archives and Records Service, 1956. 3 p. An address delivered before the 65th Continental Congress of the Daughters of the American Revolution, April 18, 1956.

452. Hicks, John D. State and local history. *Wisconsin magazine of history*, 39: 130-137 (Winter, 1955-56).

453. Hockett, Homer C. The critical method in historical research and writing. New York, Macmillan [1955] 330 p. "A rewritten and expanded edition of the author's *Introduction to Research in American History*."

454. Kaiser, Lisa. On the question of recording documents of government statistical offices in the German Federal Republic. [n. p., n. d.] 13 l. Translated from *Der Archivar*, July 1953.

455. Kobler, John. Joseph Cosey [Martin Coneely] *New Yorker*, 32: 38-40+ (Feb. 25, 1956). Describes activities of a notorious forger of autographs.

456. Land, Robert H. Defense of archives against human foes. *American archivist*, 19: 121-138 (Apr., 1956). Includes comments by Lucille Kane and Richard D. Higgins.

457. Land, Robert H. The protection of archives against damage and theft. *Illinois libraries*, 37: 305-306 (Dec., 1955).

458. Lingelbach, William E. Benjamin Franklin's papers and the American Philosophical Society. American Philosophical Society, *Proceedings*, 99: 359-380 (Dec., 1955). A history of the Society's acquisition of Franklin manuscripts and the current program for their publication.

459. McNeil, Don. The why of local history. *Wisconsin magazine of history*, 38: 245-247 (Summer, 1955).

460. Maisel, Sherman F. Housing data obtained by sampling public records. *Land economics*, 31: 257-268 (Aug., 1955). Describes a pilot project for gathering housing market data by examining local land records for a carefully designed sample of properties.

461. Manley, Marian C. Business information, how to find and use it. New York, Harper [1955] 265 p.

462. Mateu y Llopis, Felipe. Metodologia de la investigación en las bibliotecas y archivos. Spain. Dirección General de Archivos y Bibliotecas, *Boletín*, 4, no. 32: 8-11 (Sept., 1955).

463. Meinig, Donald W. Research in railroad archives. *Pacific Northwest quarterly*, 47: 20-22 (Jan., 1956). Based on examination of records of the Northern Pacific Railway Company and the Union Pacific Railroad Company.

464. Nelson, Edward C. Local history as an area for expanded service in the Bronx Regional Library. New York Public Library, *Bulletin*, 59: 595-615 (Dec., 1955).

465. Nettels, Curtis P. History out of Wisconsin. *Wisconsin magazine of history*, 39: 113-125 (Winter, 1955-56). Discusses the contributions of the Wisconsin State Historical Society to the writing of American history, with particular

reference to its part in promoting American studies at the University of Wisconsin.

466. Nicholson, Margaret. A manual of copyright practice for writers, publishers, and agents. 2d ed. New York, Oxford University Press, 1956. 273 p. Includes bibliography.

467. Overton, Richard C. Can the records manager help the business historian? *Business history review*, 24: 211-217 (Sept., 1955). A paper read at the annual meeting of the Mississippi Valley Historical Association, St. Louis, April 28, 1955. Stresses the value of an effective records management program to the business historian.

468. Pantle, Alberta. Making the most of a local history collection. *Journal of cataloging and classification*, 12: 17-20 (Jan., 1956). Describes practices in the Kansas State Historical Society Library.

469. Rieber, A. Kunstgeschichte und Archiv. *Mitteilungen für die Archivpflege in Bayern*, 1955: 43-48. Discusses the importance of research in archives for the history of art.

470. Roderick, C. Literary research in Australian archives. *Australian library journal*, 4: 123-129 (Oct., 1955).

471. Rogers, F. H. Archives and the historian. *New Zealand libraries*, 18: 105-111 (June, 1955).

472. Rothstein, Samuel. The development of reference services through academic traditions, public library practice, and special librarianship. Chicago, Association of College and Reference Libraries, 1955. 124 p. (ACRL *Monographs* no. 14).

473. Soltow, James H. The business use of business history. *Business history review*, 24: 227-237 (Sept., 1955). Analysis of results of a questionnaire and personal-interview survey of the factors operating in the authorization of company histories, the selection of authors, and the uses to which such histories have been put; their effects on employees, customers, and public relations programs; and comparative costs in specific instances.

474. Stevens, Robley D. Enjoy your leisure time; autograph collecting guide. Ann Arbor, Mich., Edwards Brothers, Inc. [1955] 36 p.

475. Stiefel, Maurice B. Piracy in high places: Government publications and the copyright law. *George Washington law review*, 24: 423-448 (Mar., 1956). Contains interesting data on Richardson's publication of the *Messages and Papers of the Presidents*.

476. Thomas, Ethel B. Your family tree. *New York history*, 36: 422-425 (Oct., 1955).

477. U. S. Adjutant General's Office. Departmental Records Branch. Regulations for the use of records in DRB search rooms. Rev., 1 May 1956. [Washington, 1956] 3 p.

478. U. S. Congress. House. Government Operations Committee. Availability of information from Federal departments and agencies. Hearings . . . 84-2. Washington, 1956. 3 pts.

479. U. S. Library of Congress. Legislative Reference Service. How to obtain birth certificates; table showing where to apply . . . in each State and the cost of securing certified copies thereof, together with citations to the statutory provisions relative to delayed registration. Washington, 1956. 6 p. (84th Cong., 2d Sess., *S. Doc.* 101).

480. Walden, Kenneth E. Common law right in literary property. Patent Office Society, *Journal*, 37: 642-659 (Sept., 1955). Relates mainly to law of copyright.

481. Wayne, Jean M. Indexing, with emphasis on its technique; an annotated bibliography, 1939-1954. New York, Special Libraries Association [1955] 16 p.

482. Winterich, John T. Doctor Rosenbach: the tycoon of rare books. *Harper's magazine*, 212: 80-84+ (Mar., 1956). Includes account of sale of the Cortes-Pizarro manuscripts to Edward S. Harkness, who presented them to Yale University.

483. Wolcott, Merlin D. Genealogical Institute. *Library journal*, 81: 52, 54 (Jan. 1, 1956). Describes the summer Genealogical Institute sponsored by the American University in cooperation with the National Archives. Other articles relating to genealogy appearing in this issue of the *Journal*, p. 46-60, are "Genealogists Want Help," by S. C. Chandler; "Skeletons in the Closet," by Marian McFadden; "Local History and the Rural Library," by Lee H. Gregory; and "Name Indexes in American Libraries," by Richard H. Dillon.

See also 7, 10, 23, 36, 43, 45, 87, 126, 142-144, 150, 163, 169, 175, 186, 192, 194, 202, 206, 234-235, 305, 311, 357, 387, 433, 488, 500.

X. Special Physical Types of Records and Historical Manuscripts

484. The Cataloging of films and filmstrips; Unesco proposals. *Unesco bulletin for libraries*, 9: 98-101 (May-June, 1955).
485. Chibnall, Bernard. The National Film Library and its cataloguing rules. *Journal of documentation*, 11: 79-82 (June, 1955). A review article.
486. Daguerre's apparatus. [Index to George Eastman House resources] *Image*, 5: 114-115 (May, 1956).
487. Daughtry, Bessie. Cataloging, arrangement and storage of motion pictures, filmstrips, and 2" x 2" slides. Rochester, N. Y., University of Rochester Press for the Association of College and Reference Libraries, 1954. 3 cards. (ACRL microcard series, no. 20). Collation of the original: iii, 81 l.
488. Elton, Arthur. Film as source material for history. *Aslib proceedings*, 7: 207-239 (Nov., 1955).
489. Gibbs-Smith, G. H. The Hulton Picture Post Library. *O & M bulletin*, 11, no. 1: 34-45 (Feb., 1956). Reprinted from the *Journal of documentation*, March 1950, with addition of current data.
490. Grenfell, David. The cataloguing of newsfilm at the National Film Library. *University film journal*, no. 8: 26-32 (Summer, 1955).
491. Hill, May D. Prints, pictures and photographs. *Library trends*, 4: 156-163 (Oct., 1955).
492. Iben, Icko. The place of the newspaper. *Library trends*, 4: 140-155 (Oct., 1955). Includes succinct account of the status of newspaper collecting programs in the 48 States.
493. Image; journal of photography of the George Eastman House. Vol. 5, no. 1. Jan. 1956- . Rochester, N. Y., George Eastman House Associates, 1956- . Beginning with volume 5 this journal is being issued in greatly expanded form.
494. Lee, Ronald J. English county maps: the identification, cataloguing, and physical care of a collection. London, Library Association, 1955. 32 p.
495. Lindal, Kurt. Radiotjänsts samling av egna arkiverade inspelningar. *Tidskrift för Dokumentation*, 11, no. 4: 37-40 (1955). The Swedish Broadcasting Corporation's archives of its own recordings.
496. Lundsted, James E. Log marks, forgotten lore of the logging era. *Wisconsin magazine of history*, 39: 44-46 (Autumn, 1955). Describes log marks collection in the Oshkosh Public Museum, and use of log liens embodying sketches of log marks.
497. Milhollen, Hirst D. The Brady-Handy Collection. Library of Congress, *Quarterly journal of current acquisitions*, 13: 135-142 (May, 1956). Describes the acquisition of some 10,000 original, duplicate, and copy negatives from the L. C. Handy Studios of Washington, D. C.
498. Ristow, Walter W. What about maps? *Library trends*, 4: 123-139 (Oct., 1955). Includes bibliographical notes.
499. Ryan, J. V., J. W. Cummings, and A. C. Hutton. Fire effects and fire control in nitrocellulose photographic-film storage. Washington, 1956. 20 p. (National Bureau of Standards, *Building materials and structures report*, 145).

500. Taft, Robert. History and pictures. *Wisconsin magazine of history*, 38: 203-215 (Summer, 1955). Discusses some of the difficulties and complexities involved in the use of picture materials by "historian-authors." A paper read at the meeting of the Mississippi Valley Historical Association, December 1953.

501. U. S. Army Department. A guide to the compilation and revision of maps. [Washington] 1955. 167 p. (TM5-240).

502. U. S. Library of Congress. Map Division. Maps; their care, repair, and preservation in libraries, by Clara Egli Le Gear. Rev. ed. Washington, 1956. 75 p.

503. U. S. Library of Congress. Reference Department. Guide to the special collections of prints & photographs in the Library of Congress. Comp. by Paul Vanderbilt. Washington, 1955. 200 p.

504. White, Minor. Care and preservation of the old photographs and negatives. *Image*, 4: 59-60 (Nov., 1955).

505. Wyllie, John C. Pamphlets, broadsides, clippings, and posters. *Library trends*, 4: 195-202 (Oct., 1955).

See also 154A, 202, 321A-322, 418, 440, 446.

XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

506. American University. School of Social Sciences and Public Affairs. Institutes on Records Management and Archives Administration. [n. p., n. d.]. Folder. Announcement and program of the summer institutes, 1956.

507. Bauer, G. Philip. Recruitment, training, and promotion in the National Archives. *American archivist*, 18: 291-305 (Oct., 1955). A description of the purposes, methods, and results of the National Archives basic training course as offered in 1954 and 1955 and its coordination in 1956 with the academic program in records and archives administration offered by the American University in cooperation with the National Archives and the Maryland Hall of Records since 1939. Includes mention of the seminar conference program of advanced inservice training.

508. Bordonau, M. Formación profesional de los archiveros en España. *Archivum*, 4: 1-5 (1954). Includes abstracts in French and English.

509. Brooks, Philip C. "El manejo de archivos y documentos." Curso dictado . . . bajo los auspicios del Governo Nacional de la República de Panamá y la Universidad de Panamá. Con la cooperación del Instituto de Asuntos Interamericanos. [n. p., Ministerio de Educacion, 1955?] 213 p. Bibliography, p. 201-206.

510. Cencetti, Giorgio. Archivi e Scuole d'Archivio dal 1765 al 1911; I precedenti storici e legislativi di un discusso problema. *Rassegna degli Archivi di Stato*, 15: 5-31 (1955). Discusses the early history of state instruction in paleography, diplomatics, and archival science in Italy.

511. Los Cursos para la formación técnica de archiveros, bibliotecarios y arqueólogos, 1955-1956. Spain, Dirección General de Archivos y Bibliotecas, *Boletín*, 4, no. 32: 28-38 (Sept., 1955).

512. Gasser, Peter. Die Ausbildung der Archivare in Österreich. *Archivum*, 4: 7-34 (1954).

513. Posner, Ernst. Archival training in the United States. *Archivum*, 4: 35-47 (1954). A thorough-going survey of the history and development of archival training to date.

514. Radcliffe College. Institute on Historical and Archival Management, third annual sessions, June 25-August 3, 1956. [n. p., n. d.] Folder. Program of the Institute, which is cosponsored by the Department of History, Harvard University.

See also 27.

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The secretary announces that the following persons or institutions have become individual or institutional members of the Society:

T. D. S. Bassett, Earlham College; Cornelia A. Bates, Washington, D. C.; John P. Boxhus, State Mutual Life Assurance Co.; W. B. Dunn, Minute Maid Corp.; Ruth W. Franta, Federal Reserve Board; John H. Graham, Service Pipe Line Co.; Bruce C. Harding, National Records Management Council; Amy G. Knowlton, Strategic Air Command; Freida A. Kraines, Chicago Park District; Alma K. Ledig, Shaw-Walker Co.; William C. Lowe, the Haloid Co.; James E. Primas, National Archives; Jorge M. Serrano, Empresa de Acueducto do Bogotá D.E.; Nelson Springer, Mennonite Church Memorial Library; Virginia H. Taylor, Texas State Archives Division; the Committee on Archives, Victoria University, Toronto; the Hagley Foundation, Inc., University of Vermont; the Glenbow Foundation, Calgary, Alberta; and the New Zealand Archives in Wellington.

If you have not filled out and returned to the secretary the questionnaire for the Society's directory, please do so at once. This important publication will go to to the printers shortly, and the Society and its individual members will be served by it only to the extent that it is complete in its coverage.

The news notes editor, H. B. Fant of the National Archives, needs the full cooperation of all members if news of the profession is to be effectively presented in his columns. He reports that during 1956 no news items were received from 11 of the States and Territories. If your organization, State, or Territory has not been represented by news notes in recent issues, why not send Mr. Fant a summary of the newsworthy activities meriting his attention?

Minutes of the Council

May 29, 1956

The Council was called to order by President Posner at 4 p.m. in Room G-10 of the National Archives Building. All officers, the editor, and Council members De Valinger, Grover, Renze, and Smith were present.

Minutes of the previous meeting as printed in the April 1956 issue of the *American Archivist* were approved. The secretary reported that 325 questionnaires for the Society's directory had been returned. Following a discussion of editorial problems and printing costs, the Council authorized the secretary to proceed with a third mailing of questionnaires and to consult with the president and the editor on all questions connected with final publication of the directory.

The secretary gave a brief summary of program activities initiated by the various standing committees. The activities of the special committee on the filming of Confederate military records were outlined in some detail, but the Council decided to make no recommendations with respect to the committee proposals until the final report is received.

The president reported that pledges of financial support received for the so-called "three year program" amounted to about $1,000 each year for 3 years. This amount did not constitute sufficient support to initiate plans for a permanent secretariat, he said, but it did indicate the possibility of obtaining greater support for the Society through the device of memberships of different classes. The treasurer then submitted a list of 4 classifications of memberships, with proposed dues for each. After discussion, particularly of the necessity of using the term "institutional membership," it was moved that the president and the treasurer submit a reworded resolution to the Council on this subject in time to notify the membership of the proposals before the October meeting, as required for a constitutional amendment.

The tentative program for the annual meeting, October 11-12, was read by the President, and a report was presented by Wayne C. Grover, chairman of the local arrangements committee. The secretary was instructed concerning the mailing of informational data on the meeting to the membership. He was advised to ask the secretary of the American Association for State and Local History if an announcement of the Society's meeting could be included in a mailing of that group in return for sending out one of its convention announcements in the Society's mailing.

Plans for the Columbus, Ohio, meeting of the Society in 1957 were discussed in the light of a conflict of dates with the meeting of the American Association for State and Local History in the same city. It was voted to rescind the Council's earlier selection of October 7-8 as the days of the 1957 meeting in favor of October 5-6, which would schedule the meeting on the Friday and Saturday preceeding the Association's sessions. It was voted to defer consideration of invitations to hold the 1958 meeting at Jackson Hole, Wyoming, and Denver, Colorado.

A resolution submitted by the State records committee concerning a widely circulated publication of the National Association of State Libraries was discussed. The text of the resolution submitted by the committee was ordered to be revised in several particulars, resubmitted to the Council, and upon approval, dispatched by the secretary. The wording of the resolution as finally adopted is as follows:

> *Whereas*, The National Association of State Libraries in February 1956 published and distributed a pamphlet entitled, "The Role of the State Library," in which the statement was made that "the preservation, administration and servicing of the archives is a function of the State Library"; and
>
> *Whereas*, the archival and library professions, while sharing the common objective of making information available effectively and economically, differ basically as to (1) the nature of the materials with which they deal, and (2) the methods that are required for handling those materials; and
>
> *Whereas*, because of these differences study of librarianship and library work experience, while pertinent, cannot provide adequately professional training and work

experience for effective archival administration, disproving the library's exclusive right to jurisdiction in matters archival; and

Whereas, in twenty-nine States the archives department or agency has no connection with the State library as opposed to fourteen states in which the archival agency is a division or department of the State library, thus further refuting the above claim of the National Association of State Libraries;

Be it therefore resolved, that the Council of the Society of American Archivists request the National Association of State Libraries to revise in future printings that portion of its aforesaid pamphlet entitled "Archives," so as not to be injurious to the archival profession and the State archival agencies that are not part of their respective State libraries.

The president reported on the status of the Society's project for the preparation of a manual for the users of archives and manuscripts, which is to be developed by Philip C. Brooks. The president noted that informal discussions with the executive secretary of the American Historical Association indicated that, although the Society could not look to the Association for financial assistance with the project, the Association would be able to provide considerable assistance in publicizing the completed work. Following detailed discussion of the project, the Council passed the following resolutions:

That the Society's editorial board be responsible for reviewing, with the help of such consultants as might be necessary, the Brooks manuscript and for recommending to the Council as to its publication under the auspices of the Society.

That the president address a letter to Dr. Brooks specifying the terms of the arrangement, including reference to budget and deadlines for completion of the work; assuring him that the completed manual will be published under auspices of the Society, when it has been accepted by the Council; and assuring him that royalties and all other benefits over and above publication costs will go to him as author.

The proposal to sell microfilm copies of the *American Archivist* to be made from master negatives at the Colorado State Archives was discussed. A committee consisting of Mr. Overman, Mrs. Renze, and Mr. Trever was directed to work out details for such an arrangement and report to the next regular meeting of the Council.

Mrs. Renze reported on a recent meeting of members of the Society in the Denver area. It was moved that a formal report and any recommendations that she wished to make on her proposal for local Society chapters be presented at the next meeting of the Council.

The following resolution was submitted to the Council and unanimously approved for transmittal by the secretary to appropriate officials of the State of Louisiana:

Whereas, the Leigslature of Louisiana under the provisions of Act No. 381 of 1954 authorized the secretary of state to conduct a survey of State, parish, municipal, colonial, Territorial, and Federal records in Louisiana and to report his findings in such survey and his recommendations in regard thereto; and

Whereas, the secretary of state appointed Edwin A. Davis, head of the department of history, Louisiana State University, and John C. L. Andreassen, recently Director of Administration in the Library of Congress, to serve under his direction as director and associate director, respectively, of the said survey; and

Whereas, Edwin A. Davis and John C. L. Andreassen conducted such thorough survey of records in Louisiana; compiled a report of their findings (Louisiana Archives Survey, *Report No. 1; Survey of Public Records*) containing such comprehensive information concerning State, parish, municipal, colonial, Territorial, and Federal records in Louisiana that it will serve for years to come as a valuable tool for archivists and records administrators, as well as for government officials and researchers in various fields; and submitted recommendations, including proposed legislation, of such a practical and professionally sound nature as to deserve the commendation and appreciation of the archival profession:

Therefore be it resolved, That the Council of the Society of American Archivists, in session in the city of Washington, D. C., on this 29th day of May, 1956, commends —

(1) The Legislature of Louisiana for having passed Act No. 381 of 1954;

(2) The Hon. Wade O. Martin, Jr., secretary of state of the State of Louisiana, for his supervision of the said survey, for his wise judgment in having appointed Edwin A. Davis and John C. L. Andreassen to conduct the survey, and for his support of their findings and recommendations; and

(3) Edwin A. Davis and John C. L. Andreassen for the comprehensive and efficient manner in which they discharged the important task assigned to them; and

Be it further resolved, That the Council expresses the hope that the Legislature of Louisiana may see fit to enact the pending bill creating a State Archives and Records Commission and establishing an Archives and Records Service in the Office of the Secretary of State.

The need for recognizing through some formal citation or award the best writings in the field of archives was discussed. The president and the editor were instructed to report a definite proposal at the next Council meeting.

With reference to a permanent secretariat and the possibility of securing foundation aid for the purpose, the president again requested advice from Council members and stated that he would make a definite proposal on the matter before his term of office expired.

The meeting adjourned at 6:45 p.m.

HENRY J. BROWNE, *Secretary*

David Duniway, Archivist of Oregon, and Solon J. Buck, past president of the Society of American Archivists, will officially represent the Society at the third International Congress on Archives at Florence, Italy, Sept. 25-29.

NATIONAL ARCHIVES AND RECORDS SERVICE

The appellate cases of the Supreme Court of the United States, 1792-1831, have been deposited in the National Archives. These records, which include such notable cases as McCulloch *vs.* Maryland, reflect the early development of the Court as interpreter of the Constitution. They are of especial significance to the National Archives because they constitute the first accession of original records from that body.

Other textual records recently accessioned include letters and accounts sent by factors at trading posts to the Superintendent of Indian Trade and transcripts of journals kept at these posts, 1810-22; additional records of the Danish Government of the Virgin Islands, 1790-1917; correspondence of the Bureau of Printing and Engraving, 1862-1912; budget and accounting records of the Department of Agriculture, 1868-1921; records of the second Hoover Commission, 1953-55; and top-level administrative records of the Small Defense Plants Administration, 1951-53. Among photographic and cartographic records received are 558,000 news photographs, 1900-50, purchased by the Government from the Paris office of the New York Times; and a record set of published maps of the Geological Survey, 1869-1956.

The training program at the National Archives has been extended to include a series of monthly seminar conferences for employees in the lower and middle supervisory grades. The papers presented at these sessions, when published, will result in a substantial contribution to the literature of the profession.

John P. Harrison, Latin American specialist at the National Archives, returned in May from an extended tour of the principal archives of Hispanic American countries. His trip was jointly sponsored by the Department of State and the National Archives. It served to inform archivists and scholars in the countries visited about the important holdings of the National Archives relating to those nations; to explain archival administration and techniques as practiced in the United States to archivists and interested Government officials in the several countries; to provide the National Archives with information on Latin American archival establishments that is needed to meet effectively the research needs of Latin Americanists; and to establish closer working relationships between archivists throughout the Americas.

More than 2,000 records officers and other officials of Federal agencies in the field attended the records management clinics, mentioned in the July issue of the *American Archivist.*

The recent establishment of an Interagency Records Administration Conference in the Minneapolis-St. Paul area brought to 12 the number of these useful, informal organizations devoted to the exchange of professional information.

The National Archives and Records Service in cooperation with the Federal Supply Service is effectively working toward the development of improved standards for office equipment and supplies needed by the Federal Government. Of particular importance in the records field was the publication in February of *Federal Standard No. 95,* establishing 5-drawer filing cabinets as standard for Governmentwide use.

LIBRARY OF CONGRESS

Personal papers recently received by the Library are those of Gen. Hoyt S. Vandenberg, late Air Force Chief of Staff; the main bulk of the papers of Gen. George Van Horn Moseley, who held many high commands in World War I; the papers of Gen. Charles P. Summerall, who also performed notable service in World War I, was Chief of Staff, 1926-30, and was president of the Citadel at Charleston, S. C., 1931-53; the papers of James J. Davis, Secretary of Labor, 1921-30, and Senator from Pennsylvania, 1931-45; and a small collection of papers of Col. William Cattron Rigby that cover his years as counsel for the Government of Puerto Rico, 1935-42. Many transcripts of documents in the Archives at Simancas and other Spanish repositories are among 4,500 manuscripts of the late Hispanic American scholar, William R.

Shepherd, which were recently presented to the Library by Roscoe R. Hill of Washington, D. C.

The following statement was published in a recent issue of the Library's *Information Bulletin*:

> As a long-term measure, the Library [has] decided to adopt a system of marking its manuscripts. It did this with reluctance, since the practice gives offense to some as a defacement of historic manuscripts. Others, however, insist that a well-designed stamp, carefully applied in a good ink, can embellish a document. In any case a mark of ownership serves as a deterrent to thieves, who might otherwise offer unmarked manuscripts for sale; failure to mark not only provides no such deterrent but also leads to the victimizing of bookdealers, who may purchase stolen manuscripts in good faith.
>
> The study of a marking system began at once. A principal consideration, of course, was the sheer number of items to be marked. Accordingly, automatic or mechanical methods of marking were explored. Perforation of manuscripts, which could have marked hundreds of sheets at a time, was rejected at an early stage because, aside from the fact that it constituted an immediate physical mutilation, it could result in many cases in the loss of text and destruction of documentary value.
>
> Experimentation with inks for stamping began. The two basic requirements were that the ink should be permanent and indelible and that it should have a considerable degree of transparency in case the stamp should be superimposed at some time, either necessarily or accidentally, on the text of a document. (In the case of documents written with lead pencil, although a rare occurrence, obscuring of the text could easily occur.)
>
> Inks were mixed at the Government Printing Office. The Library prepared sample manuscripts, using various kinds of writing inks and pencils and papers. A stamp was designed, and the sample "manuscripts" were stamped and allowed to await the test of time.
>
> Late in April an ink and a stamp were accepted, and the work began. The stamp itself is a slight modification of the existing Library of Congress seal; the stars between the words "Library of Congress" were struck out to permit reduction in size, and a thin circle was added. Six simple hand stamps are now being used; later a self-inking stamper will be employed, but in each case the stamp will be applied to documents individually; no automatic self-feeding stamping machine has so far been found to do the job satisfactorily for materials which are as variable in size, thickness, area of inscribed surface, and sturdiness as the individual components of a collection of manuscripts. New materials will be stamped as they are accessioned by members of the Manuscripts Division staff; to begin inroads on the millions of documents in the present collections, one staff member has been assigned full-time duty in stamping these materials.

Joseph C. Vance, formerly assistant professor of history at Clinch Valley College of the University of Virginia, assumed the duties of head of the Recent Manuscripts Section of the Manuscripts Division on August 1.

About 2 years ago the descriptive cataloging committee of the American Library Association's division of cataloging and classification approved the tentative draft of a set of rules for cataloging manuscripts. These rules have now been tested and revised at the Library of Congress and are nearly ready for resubmission to the committee. A pilot project for preparing copy for a national union catalog of manuscript collections is in operation, and eventually will evolve into a full-scale program.

PROTECTION OF RECORDS FROM DISASTER HAZARDS

During the second session of the 84th Congress, a series of hearings on the subject of civil defense for national survival were conducted by the military operations subcommittee of the House Committee on Government Operations. On May 31 Harold L. Sunderland, a director of the Records Management Co. of California and of Sunderland and Associates, told the subcommittee that in the vital field of safeguarding business records in time of emergency, "in general, the efforts are haphazard, without proper direction, and therefore, unconcerted and often fruitless in expense of time and money."

As the result of inquiries from several State archivists, the National Archives recently asked the Federal Civil Defense Administration about its program for assisting States and local subdivisions to microfilm certain records. In replying to this inquiry the Administration described the status of its plans as follows:

> The Federal Civil Defense Administration is developing a program whereby the Federal Government will pay one-half the cost of approved projects for the microfilming of certain State, county, and municipal records. These records are limited to those regarded as essential for the continuity of the respective governments if the original records were destroyed as a result of enemy attack.
>
> This activity is a part of the Contributions Program under which this Agency pays one-half the cost of approved projects. The applications are submitted to the Federal Civil Defense Administration Regional Offices directly by the State governments or through them by the local governments. These projects cover various fields of civil defense, such as warning devices, training and education, communications, and continuity of State and local government. The preservation of essential records is a part of the Continuity of Government Program, which is in the developmental stage. It is planned to publish definite standards and criteria for this phase of the program in the near future. Meanwhile, each Project Application is being evaluated on its individual merits.
>
> The State archivists should contact their respective State civil defense directors, who are responsible for this program . . .

Robert A. Shiff, president of the National Records Management Council, has publicized in the *Harvard Business Review*, July-Aug. 1956, the results of tests which the NRMC directed for the Federal Civil Defense Administration on the protection of records from disaster hazard. Mr. Shiff's article, "Protect Your Records from Disaster," constitutes an action-provoking injunction to every custodian of indispensable records.

FOREIGN NEWS

Belgium

Documents relating to Belgium in French and Austrian archives are being microfilmed under the auspices of the Commission Interuniversitaire du Microfilm, established by the Fonds National de la Recherche Scientifique. Copies of the film are deposited at four Belgian universities.

Denmark

The *Decorah-Posten* of July 26, 1956, reported that the Danish Emigrant Archives (Udvandrerarkiv) in Copenhagen, which is currently celebrating its twenty-fifth anniversary, is to be moved back to Aalborg in northeast Jutland. The original archives building in Aalborg was destroyed during World War II. The Aalborg city council will provide quarters for the archives in a new building now under construction. Unfortunately Archivist Svend Waendelin, who visited the United States in 1954, did not live to see the archives returned to the Aalborg site.

Finland

Marjatta Syvanen, librarian-archivist of the Geological Survey of Finland, is in the United States. While enrolled as a student in the University of Denver Library School, she is interning in the archives-records management program of Colorado's Division of State Archives and Public Records.

France

Perhaps the most modernistic archival building in the world is in southern France, where the records of the Department of Haute-Garonne are housed in an 8-story structure supported at the ground level by a series of massive pylons. The novel building, which has a records storage capacity of over 75,000 linear feet, was dedicated on November 7, 1955.

The archivist-historian Charles Schmidt, who retired from the Archives Nationales in 1942, died on February 6, 1956, at the age of 84.

A professional archivist designated by the École des Chartes has begun work on the Lafayette materials discovered last fall by Count René de Chambrun and his wife in the fifteenth-century Chateau de la Grange. The castle is closed to the public but transcripts of the papers are being made.

Germany

An Associated Press despatch from Bonn, April 21, 1956, quoted the Foreign Office West Germany as saying that the United States, Great Britain, and France have agreed to return German Foreign Office archives in Britain. Records of the years 1867-1913 and 1937-45 will be repatriated without delay, but records for the period 1914-36 will not be returned until after December 31, 1958.

Helmut Loetzke, director of the East German Central Archives in Potsdam, is author of an article entitled "The Significance of German Archival Materials Returned by the Soviet Union for German Historical Research," published in *Zeitschrift für Geschichts-Wissenschaft*, 1955, no. 5, p. 775-779. A rough translation of this article, prepared by Joseph Mehl of the National Archives in Washington, indicates the general nature of the repatriated files. Apparently many of the records were not in the Central German Archives before World War II. Materials returned include records of the Political, Political-Commercial, Legal, and Press Sections of the German Foreign Office; records of German missions and consulates in the Soviet Union; records of the German colonial administration, especially of the Imperial Colonial Office, 1907-18; and papers of the German Colonial Society. Records of the internal administration of the Reich included are represented by files of the Chancellery; of the ministries of Interior and Justice, Occupied Areas, and Public Enlightenment and Propaganda; and of the Commissar for Supervision of Public Order. Some records of the German East Europe Institute and of the Prussian Landtag and the Berlin Polizeipraesidium also were returned.

Great Britain

William Angus, Keeper of the Registers and Records of Scotland, died recently. He furthered the concentration of Scottish records that was envisioned in Parliamentary legislation of 1937.

The sixth conference of the National Register of Archives was held in London on March 22, 1956.

The Lady Day 1956 issue of *Archives* contains John Shearman's "The Archives of Motoring," Francis W. Steer's "The Historian and Local Record Repositories," H. F. Tottle's "Strong-Room Climate," and an interesting exhibit catalog edited by Sir Hilary Jenkinson.

India

The Indian Historical Records Commission on February 11, 1953, formed a National Committee of Archivists. Four meetings of the committee have since been held. At the 1956 meeting a resolution was adopted to publish the proceedings of all four meetings, and accordingly mimeographed reports aggregating 24 pages have been recently distributed. They reveal effectively the many professional and technical problems faced by Indian archivists. For example, because carton boxes attract insects, most Indian archivists keep records tied up in plywood, teakwood, or other hard boards on open shelves so that light and ventilation will reduce the hazards of such pests.

Mexico

Enrique L. Morales Rosas, general director of the Society of Mexican Archivists and chief of the Department of Correspondence and Archives in the Mexican Ministry of Communications and Public Works, headed a group of five Mexican officials who participated in a records management training conference in Washington, D. C., May 14 to June 20. The International Cooperation Administration and the General Services Administration arranged the conference program.

Paraguay

Francisco Sevillano Colom, secretary of the Archivo de la Corona de Aragón in Barcelona, Spain, is directing the filming of the sixteenth-century archives of Paraguay as the first step in a UNESCO program to microfilm those archival resources of Hispanic America that are in danger of physical destruction. From Asunción, Dr. Sevillano will proceed to Costa Rica, Nicaragua, Honduras, and British Honduras.

Yugoslavia

An extensive review of archival developments in Yugoslavia, by Prof. Ferdinand Hauptmann of Sarajevo, was published in the December 1955 issue of the German journal, *Der Archivar*, p. 364-371.

CALIFORNIA

The papers of Frank Finley Merriam have been deposited in the Bancroft Library. They pertain to his career as a journalist and Republican politician in Iowa and Indian Territory as well as to his political career in California, where he defeated Upton Sinclair for the governorship in 1934. The Library has also received from Harvey Fergusson, novelist and historian of the Southwest, a collection of personal papers and literary manuscripts.

Sunderland and Associates, a Los Angeles firm which offers consultant services in the field of records management, reports that its president, Harold L. Sunderland, participated in the development of a code of professional ethics for business and industrial consultants that is published in a directory recently issued by the Los Angeles Chamber of Commerce.

COLORADO

The Division of State Archives and Public Records has completed microfilming the inactive incorporation papers and annual report files of the Secretary of State. Microfilming of the closed estate files of the Division of Inheritance Tax, the closed and inactive case files of the State Department of Parole, the X-ray files of the University of Colorado Medical Center, and the personnel files of the State Civil Service Commission is in progress. A checklist of Territorial and State publications, which will be published in time for Colorado's centennial celebration, is in preparation.

The City and County of Denver have established a Records Management Committee. Under Colorado's State archives and public records program, the committee is responsible for the management and disposition of all inactive Denver records.

CONNECTICUT

A research associate at Yale University has presented to the Yale University Library an early manuscript copy of Charles I's Great Charter of 1638 to the City of London. Among papers recently given to the Yale Library by a member of the class of 1935 was found an item bearing the vary rare signature of Button Gwinnett, one of the Georgia signers of the Declaration of Independence.

DISTRICT OF COLUMBIA

The Woodrow Wilson Centennial Celebration Commission, Department of the Interior, Washington 25, D. C., requests readers of the *American Archivist* to cooperate in its commemorative program by supplying it with the following: (1) copies or titles of Wilson materials published in 1956 and manuscripts of unpublished addresses, papers, and sermons bearing on Wilson for the Commission's use in preparing a guide to such literature and in developing a special Wilson centennial collection; and (2) information on programs and activities relating to the Woodrow Wilson centennial, such as lecture series, discussion forums, exhibits, TV or radio programs, and musical or dramatic presentations, together with information on the date and place, the sponsoring group, participants, and the size of the audience for each event.

HAWAII

Archivist Agnes C. Conrad reports that the Archives of the Territory of Hawaii will cease trying to build up a library of Hawaiiana in order to give more attention to control of government records. By law the archives will continue to be a depository for local government publications; and a well-indexed, extensive file of newspapers will be retained. Part of the institution's holdings of printed materials already have been distributed to local libraries.

ILLINOIS

A United Press dispatch from Chicago, June 20, disclosed that Ralph G. Newman, the Lincoln scholar, had purchased for a substantial sum a collection of manuscripts that had been quietly assembled by Dr. Ellsworth Eliot, Jr., between 1895 and 1945. Newman states that the collection contains "over 50 George Washington letters, 30 by John Adams, a large collection by Lincoln, letters by Lee, Grant, Stonewall Jackson, Benjamin Franklin, Thomas Jefferson, John Paul Jones, John Hancock, Alexander Hamilton, Generals Sherman and Sheridan, [and] Lafayette."

INDIANA

The Indiana State Library, where the chief archivist is Margaret Pierson, has been allotted $16,750 for each year of the 1955-57 biennium for its photographic laboratory. Of the 50,300 feet of film exposed in the fiscal year ending June 30, about half, some 27,900 feet, were used in reproducing files of defunct Indiana newspapers. The remaining footage was used to reproduce Public Service Commission records and Indiana county records.

Irene M. Strieby, archivist of Eli Lilly and Co., was awarded the 1956 professional award of the Special Libraries Association on June 6.

The 1955-56 report on the archives of DePauw University and Indiana Methodism, by Worth M. Tippy, has been published.

IOWA

The new building of the State Historical Society, to be located three blocks east of the Old Stone Capitol at Iowa City, will be a 2-story structure, 110 feet long and 72 feet wide. Plans provide more than 21,000 square feet of floor space, over twice that available in the Society's present quarters.

KANSAS

Carl Deal has joined the staff of the Kansas State Historical Society as an assistant archivist.

KENTUCKY

Bayless E. Hardin, who had been secretary-treasurer of the Kentucky Historical Society since 1947, died on April 15, 1956, from injuries suffered in an automobile accident. Mr. Hardin was editor of the quarterly *Register of the Kentucky Historical Society* and chairman of the selections committee for Kentucky historical markers, the committee for preservation of Kentucky's architectural assets, and the Kentucky records control committee.

MARYLAND

The Sunpapers of Baltimore have presented to the Maryland Historical Society the fine Brewington collection of ship models, tools, decorations, charts, and manuscripts relating to shipbuilding on Chesapeake Bay. Among other materials acquired are the papers of the Maryland lawyer and merchant William Cooke (d. 1817), the papers of the Dulany family, and the tobacco business papers of William Lamping (d. 1882). The society owns the original manuscript of the Star Spangled Banner and sells a facsimile of it for a dollar and a pamphlet about it for fifty cents.

Kurt Glaser, formerly with Records Engineering, Inc., has become a member of the department of government and politics at the University of Maryland.

MASSACHUSETTS

Harriet S. Tapley, veteran editor of the *Essex Institute Historical Collections*, has been succeeded by Benjamin W. Labaree, a teaching fellow at Harvard.

The Women's Archives at Radcliffe College is the subject of an interesting and informative illustrated pamphlet compiled by Elizabeth B. Borden, director of the archives.

MICHIGAN

The William L. Clements Library at the University of Michigan has acquired a large collection of fiscal documents covering the regional affairs of what is now the Mexican state of Zacatecas, principally for the period 1561-1821.

The rapidly growing Detroit suburb, Huntington Woods, recently destroyed three large truckloads of useless records. Disposal was authorized by the Michigan Historical Commission after a records survey by a management firm.

MINNESOTA

Various operating departments of the Northern Pacific Railroad Co. maintain their own records, but the general archives of the company are preserved in a warehouse at the Como Shops in North St. Paul. The railroad's assistant secretary maintains an index to the general archives and controls their use.

The Minnesota Archives Commission is in process of moving the archives from the historical society's building to the new State Office Building, also near the Capitol in St. Paul. The move will benefit both the Archives and the Minnesota Historical Society as it will provide greater space for both.

NEBRASKA

James C. Olson, director of the Nebraska State Historical Society until August 1, has been appointed professor of history and chairman of the department of history at the University of Nebraska, succeeding James L. Sellers, who retired from the chairmanship but continues as a professor there. William D. Aeschbacher, associate professor of history at Murray State College, Kentucky, has been named the society's new director.

The Union Pacific Railroad Company's historical museum and archives at Omaha is administered by the railroad's office of public relations. A typed multivolume catalog of the holdings, prepared by Paul Rigdon, a former curator, is available for "local examination."

NEW JERSEY

The National Park Service has announced that a wing is being added to the museum-administration building at Morristown National Historical Park to house the Lloyd W. Smith collection of Washington and related manuscripts, recently put in the custody of the park authorities.

NEW YORK

Emmett J. Leahy's article, "Tangling with String-Saving," in *Tax Outlook* for November 1955, publicizes the need for reducing the paperwork and record keeping required of business by Federal law and regulation.

NORTH CAROLINA

Houston G. Jones, formerly professor of history at West Georgia College, is the new State Archivist at the North Carolina Department of Archives and History.

The University of North Carolina's new Bureau of Public Records Collection and Research is headed by William Sumner Jenkins of the department of political science.

OHIO

The April 1956 issue of the Ohio Historical and Philosophical Society *Bulletin* includes a history of the society and a description of the library, which contains 50,000 manuscripts.

The American Jewish Archives, Cincinnati, has acquired a collection of Minis family papers, 1835-70.

Richard C. Knopf, historian of the Anthony Wayne Parkway Board, Columbus, has edited the official correspondence of General Wayne and the Secretaries of War, 1790-94, in 5 mimeographed volumes.

PENNSYLVANIA

Thomas E. Drake, curator of the Quaker Collection at Haverford College, describes the collection in a 12-page printed pamphlet recently issued by the college.

Martha B. Curtis is now director of the Bureau of Land Records in the Pennsylvania State Department of Internal Affairs.

S. K. Stevens has succeeded Donald A. Cadzow as executive director of the Pennsylvania Historical and Museum Commission.

PUERTO RICO

Eugenio Fernández Méndez has been chosen president of the newly founded Instituto Cultural Puertorriqueño. Sponsorship of the Archives of Puerto Rico is one of the institute's undertakings.

TENNESSEE

William P. Alderson, senior archivist at the State Library, has become editor of the *Tennessee Historical Quarterly*, succeeding Dan M. Robison, State Librarian and Archivist, who had served for 13 years.

The Disciples of Christ Historical Society at Nashville is building a 3-story building to house its collections.

TEXAS

The Texas History Collection at Baylor University, Waco, valued at more than $2,000,000, was recently moved from Pat Neff Hall, the administrative center of the university, to the specially remodeled fourth floor of Carroll Library. Guy B. Harrison, Jr., is the director of the collection.

The Eugene C. Barker Texas History Center occupies one of the most beautiful and commanding buildings on the University of Texas campus at Austin. The basement and three stack floors of the building now accommodate archival collections, and two more stack floors are available for future expansion.

VIRGINIA

Lester G. Cappon, director of the Institute of Early American History and Culture, has relinquished the editorship of the *William and Mary Quarterly* to Lawrence W. Towner, former associate editor.

Forest C. Pogue, author of *Supreme Command* and until recently a history professor at Murray State College in Kentucky, has been named director of the George C. Marshall Research Center.

REPAIR, PRESERVATION, and PROTECTION OF DOCUMENTS

For the utmost in preservation and protection of valuable books, newspapers, records, and other documents, we suggest that they be laminated with Cellulose Acetate film. This film is transparent, thin, tough, and flexible and will not discolor, crack, or peel with age.

This firm is equipped to process documents by a method similar to that used by the National Archives and the Library of Congress. No adhesives of any kind are used and leaves up to size 20 x 24" can be processed.

A copy of our sample booklet and price schedule will be gladly sent upon request.

THE ARBEE COMPANY
95 Summit Avenue
SUMMIT, NEW JERSEY

Producing

BOOKS : CATALOGUES : PUBLICATIONS

and other types of printing for almost fifty years

Serving some customers for over twenty-five continuous years

THE TORCH PRESS
324 3d St., S.E.
CEDAR RAPIDS, IOWA

BIBL.
LONDIN.
UNIV.

VOLUME XIX JANUARY 1956 NUMBER 1

The American Archivist

PUBLISHED QUARTERLY BY
THE SOCIETY OF AMERICAN ARCHIVISTS

THE SOCIETY OF AMERICAN ARCHIVISTS

Officers

Ernst Posner *President*	Henry J. Browne *Secretary*
Henry E. Edmunds *Vice President*	William D. Overman *Treasurer*

Council Members

Alice E. Smith	David C. Duniway
Delores C. Renze	Wayne C. Grover
Leon de Valinger, Jr.	Karl L. Trever

THE AMERICAN ARCHIVIST

Karl L. Trever, *Editor*

Elizabeth Hawthorn Buck, *Associate Editor*

Editorial Board

Katharine E. Brand	Henry J. Browne
William J. Petersen	Fred Shelley

Richard G. Wood, *Reviews Editor*

H. B. Fant, *News Notes Editor*

Lester W. Smith, *Committee on Bibliography*

THE AMERICAN ARCHIVIST is published quarterly in the months of January, April, July, and October by the Society of American Archivists.

Office of Publication: 324 Third St., S.E., Cedar Rapids, Iowa.

Subscription price seven dollars per year.

Entered as second-class matter at the post office at Cedar Rapids, Iowa, under the Act of March 3, 1879.

Articles, reviews, and news notes should be addressed to the Editor, The National Archives, Washington 25, D. C. Subscriptions, orders for back numbers, and notices of change of address should be forwarded to the Treasurer, 346 Castle Blvd., Akron 13, Ohio. All other communications to the Society should be addressed to the Secretary, Department of Archives and Manuscripts, The Catholic University of America, Washington 17, D. C.

Printed at The Torch Press, 324 Third St., S.E., Cedar Rapids, Iowa.

UL 14 JAN 1957